

SOLDIER'S MANUAL and TRAINER'S GUIDE

42B

Officer Foundation Standards
Adjutant General Company Grade Officer
Personnel Systems Management Manual

Ranks

2LT 1LT CPT

OCTOBER 2003

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AOC 42B

Officer Foundation Standards, Adjutant General Company Grade Officer, Personnel Systems Management Manual

Ranks 2Lt, 1Lt and CPT

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*This publication supersedes STP 12-42II-MQS, 17 September 1991.

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PREFACE

This Soldier Training Publication (STP) is the Officer Foundation Standards (OFS), Adjutant General (42B) Company Grade Officer, Personnel Systems Management Manual that identifies the training requirement for individual officers in AOC 42B. This primary OFS reference supports the self-development and training of every officer possessing AOC 42B. Therefore, commanders, trainers, and officers should use this manual to plan, conduct, and evaluate training within their units.

Officers will use this publication as a training instrument and as a self-evaluation tool. Commanders will use this publication to formulate professional development programs for junior officers based on unit Mission Essential Task Lists (METLs). Officers should seek to attain a level of proficiency in performing the tasks in this publication so their responses will become automatic whenever they are required to perform, even under the most stressful circumstances.

Reserve officers in the Army National Guard and Army Reserve as well, with some modification, will use this publication in the same training and self-evaluation mode as active Army officers.

Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to a specific page, must be provided for each comment to ensure understanding and complete evaluation. Comments should be prepared using DA Form 2028 (Recommended Changes to Publications and Blank Forms) and forwarded directly to Commander, U.S. Army Soldier Support Institute, ATTN: ATSG-TD, Fort Jackson, SC 29207-7025.

LINKS

Additional information pertaining to eMILPO can be found at:
<https://www.perscomonline.army.mil/fsd/emilpo1.htm>

eMILPO web-based training can be accessed via the following link:
<https://emilpowbt.ahrs.army.mil/>

eMILPO functional guidance can be accessed via the following link:
https://www.perscomonline.army.mil/fsd/emilpo_functional_guidance.doc

PERSTEMPO continues to evolve and can be accessed via the following link:
<https://www.perscom.army.mil/perstempo/default.htm>

CHAPTER 1

Introduction

1-1. GENERAL.

The Adjutant General School is committed to the ongoing training and development of officers throughout their career. This OFS manual serves to identify most of the primary tasks that junior officers need to learn. This OFS manual compliments the technical training that is presented in the Officer Basic and Advanced Courses. However, it is imperative that AG Officers realize that neither this manual, nor resident training can take the place of experiences in the field and each officer's own efforts towards self development. It is ultimately each officers' personal obligation to seek knowledge above and beyond the realm of formal training.

1-2. TASK SUMMARIES. Task summaries outline the wartime performance requirements of each critical task in this SMTG. Commanders and trainers will use this information to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include the information officers must know and the skills they must perform to standard. The format for the task summaries is as follows:

- a. Task Title.** The task title identifies the action that the officer must perform/demonstrate.
- b. Task Number.** Task numbers are 11 alphanumeric characters that identify each task. Include this number and its title in any correspondence that relates to this task.
- c. Conditions.** The condition statement lists all the necessary equipment, tools, references, job aids and supporting personnel, for the officer to perform the task in wartime.
- d. Standards.** Task standards describe how well and to what level the officer must perform a task under wartime conditions. Standards are typically described in terms of accuracy, completeness and speed.
- e. Evaluation Preparation.** This section shows the necessary modifications to task performance in order to train and evaluate a task that normally cannot be trained to the wartime standard, under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications, and any instructions to furnish the officer before evaluation.
- f. Performance Measures.** Performance measures are evaluation guides that identify the specific actions the officer are to accomplish, to successfully complete the task. This SMTG lists specific actions in a "GO/NO GO" format.
- g. Evaluation Guidance.** This section shows the requirements (for example, number of performance measures receiving a "GO" on) for successfully completing the task.
- h. References.** This section identifies references that provide more detailed and thorough explanations of task performance requirements than that given in the task summary description.

CHAPTER 2

Training Guide

2-1. GENERAL. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard.

2-2. SUBJECT AREA CODES. The MTP shows the relationship of an MOS/AOC skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas. This section lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS/AOC.

Subject Area Codes

Skill Level 1

1 COMBAT SERVICE SUPPORT

Skill Level 3

1 COMBAT SERVICE SUPPORT

2-3. CRITICAL TASK LIST. This section lists by general subject areas, the critical tasks to be trained in an MOS/AOC and the type of training required (resident, integration, or sustainment).

Subject Area column. This column lists the subject area number and title in the same order as shown in paragraph 2-2.

Task Number column. This column lists the task numbers for all tasks included in the subject area.

Title column. This column lists the task title for each task in the subject area.

Training Location column. This column identifies the training location where the task is first trained to soldier training publications standards. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

AGOBC	Adjutant General Officer Basic Course
AGCCC	Adjutant General Captain's Career Course

Figure 2-1. Training Locations

Sustainment Training Frequency column. This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	- Biannually
AN	- Annually
SA	- Semiannually
QT	- Quarterly
MO	- Monthly
BW	- Bi-weekly
WK	- Weekly

Figure 2-2. Sustainment Training Frequency Codes

Sustainment Training Skill Level column. This column lists the skill levels of the AOC for which officers must receive sustainment training to ensure they maintain proficiency to SM standards.

Critical Tasks List

**MOS TRAINING PLAN
42B**

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 1					
1. COMBAT SERVICE SUPPORT	805C-42A-1299	Process PERSTEMPO	AGOBC	SA	1-3
	805C-42A-4021	Review Flow of Personnel Actions	UNIT	AN	1-3
	805C-42A-4022	Manage Transfers and Discharges	AGOBC	SA	1-3
	805C-42A-4023	Manage Awards and Decorations	AGOBC	SA	1-3
	805C-42A-4024	Monitor Finance Actions	UNIT	SA	1-3
	805C-42A-4025	Review Personnel Evaluation System	AGOBC	SA	1-3
	805C-42A-4028	Manage Enlisted Promotions and Reductions	AGOBC	SA	1-3
	805C-42A-4031	Conduct Soldier Readiness Plan	UNIT	SA	1-3
	805C-42A-4032	Monitor Manifesting Procedures	UNIT	SA	1-3
	805C-42A-4033	Review Mobilization Procedures	UNIT	SA	1-3
	805C-42A-4041	Prepare Personnel Estimates	AGOBC	SA	1-3
	805C-42A-4042	Manage Casualty System	AGOBC	SA	1-3
	805C-42A-4043	Conduct Replacement Operations	UNIT	SA	1-3
	805C-42A-4044	Manage Wartime Strength Reporting/Accounting System	AGOBC	SA	1-3
	805C-42A-4051	Manage Demobilization Procedures	AGOBC	SA	1-3
	805C-42B-0003	Manage Personnel Replacement Operations	AGOBC	SA	1-3
	805C-42B-0006	Review Processing of Enlisted Distribution Assignment	AGOBC	SA	1-3
805C-42B-0008	Manage the Enlisted Reclassification Program	AGOBC	SA	1-3	
805C-42L-3002	Review Correspondence	UNIT	AN		
Skill Level 3					

805C-42A-4026	Review Personnel Readiness Data from the Unit Status Report (USR)	AGCCC	SA	3
805C-42A-4027	Manage Officer Promotions	AGCCC	SA	3
805C-42B-0005	Manage Officer Personnel Assignment Operations	AGCCC	SA	3

CHAPTER 3**MOS/Skill Level Tasks**

Skill Level 1

Subject Area 1: COMBAT SERVICE SUPPORT

Process PERSTEMPO**805C-42A-1299**

Conditions: Given PERSTEMPO Business Rules and access to PERSTEMPO web-based application.

Standards: Successfully initiate, track, manage, and close PERSTEMPO events and Army Human Resource Identifiers (AHRI).

Performance Steps

1. Initiate, edit and close individual events.
 - a. Select PERSONNEL on the menu bar.
 - b. Click on the appropriate AHRI.
 - c. Choose the MAINTAIN INDIVIDUAL PERSTEMPO from the select option menu.
 - d. Click GO.
 - e. Choose search criteria.
 - f. Enter the individual's information.
 - g. Click search.
 - h. Review the details of each event.
 - i. Edit events as required.
 - j. Create new events if appropriate.
 - k. Close events as they are completed.
2. Initiate, edit, and close group events.
 - a. Select PERSONNEL on the menu bar.
 - b. Click on the appropriate AHRI.
 - c. Choose the GROUP PERSTEMPO entry.
 - d. Click GO.
 - e. Create a temporary AHRI for this event.
 - f. Identify soldiers that are associated with the event.
 - g. Add, modify, or cancel events as appropriate.
 - h. Close events as they are completed.
3. Track and manage PERSTEMPO events.
 - a. Verify PERSTEMPO data with newly assigned and out-processing soldiers.
 - b. Produce monthly reports for the unit Commander or First Sergeant.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "GO" or "NO GO" as determined by the performance.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Initiated, editted, and closed individual events.	—	—
2. Initiated, editted, and closed group events.	—	—

Performance Measures

GO **NO GO**

- 3. Tracked and managed PERSTEMPO events.

Evaluation Guidance: Score the soldier GO if all applicable performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

Review Flow of Personnel Actions
805C-42A-4021

Conditions: Given a requirement to identify the flow of personnel actions, AR 600-8-104 (Military Personnel Information Management/Rcords), DA Pam 600-8 (Management and Administrative Procedures) and a completed DA Form 4187 (Personnel Action Form).

Standards:

1. Review the contents of DA Form 4187 for completeness and accuracy.
2. Verify the routing, submission, signature, and action items for DA Form 4187 are complete and accurate.
3. Verify the proper filing of DA Form 4187 and supporting documents or attachments.
4. Verify the soldier is notified of the results of the DA Form 4187.

Performance Steps

1. Review the contents of DA Form 4187, Section 1 (Personnel Identification) for completeness and accuracy.
 - a. Verify the soldier's name is correct.
 - b. Verify the soldier's grade of rank and Primary Military Occupational Specialty (PMOS) (for enlisted personnel only) is correct.
 - c. Verify the soldier's Social Security Number (SSN) is correct.
2. Review the contents of DA Form 4187, Section 2 (Duty Status Change) for completeness and accuracy.
 - a. Verify any change(s) in a soldier's duty status that appear on DA Form 4187.
 - (1) Verify the "change from" section contains the soldier's current duty status.
 - (2) Verify the "to" section contains the new duty status designation.
 - b. Verify the "effective" time and date of the duty status change is complete.
 - (1) Verify the change of time in Duty Status is effective.
 - (2) Verify the change of date in Duty Status is effective.
 - c. Verify the Duty Status History changes are on the current report.
3. Review the contents of DA Form 4187, Section 3 (Request for Personnel Action) for completeness and accuracy.
 - a. Verify a request to attend a Service School (enlisted personnel only) is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-10 is in the procedure column.
 - (3) Verify the appropriate Army Human Resources System (AHRS) procedure(s) is/are complete, if necessary.
 - b. Verify a request for Reserve Officers Training Corps (ROTC) or Reserve Component Duty status is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-12 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
 - c. Verify a request to volunteer for Overseas Service is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-14 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
 - d. Verify a request to apply for Ranger Training is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-15 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
 - e. Verify a request for re-assignment due to Extreme Family Problems is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-16 is in the procedure column.

Performance Steps

- (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- f. Verify a request for Exchange re-assignment (enlisted personnel only) is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-18 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- g. Verify a request to apply for Airborne Training is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-19 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- h. Verify a request to apply for Special Forces Training/Assignment is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-22 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- i. Verify a request to apply for On-the-job-training (OJT) (enlisted personnel only) is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-23 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- j. Verify a request for re-testing of Army Personnel Tests is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-25 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- k. Verify a request for reassignment of Married Army Couples is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-32 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- l. Verify a request to apply for Reclassification is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 3-46 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- m. Verify a request to apply for Officer Candidate School is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 4-10 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- n. Verify a request to apply for assignment of Persons with Exceptional Family Members action is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- o. Verify a request to issue an Identification Card is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 6-8 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- p. Verify a request to issue Identification Tags is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 6-9 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- q. Verify a request to receive Separate Rations is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 9-1 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- r. Verify a request to apply for Leave is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure 9-4 is in the procedure column.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
- s. Verify a request for a change of Name, SSN, or Date of Birth (DOB) is complete.
 - (1) Verify the action request box is checked-off.

Performance Steps

- (2) Verify Procedure 9-5 is in the procedure column.
 - (a) Circle "Name" if the action is a change in Name.
 - (b) Circle "SSN" if the action is a change in Social Security Number.
 - (c) Circle "DOB" if the action is a change in Date of Birth.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete, if necessary.
 - t. Verify a request for other types of personnel action is complete.
 - (1) Verify the action request box is checked-off.
 - (2) Verify Procedure(s) appropriate for the requested action are listed.
 - (3) Verify the appropriate AHRS procedure(s) is/are complete.
 - u. Verify the soldier signs at the bottom of Section 3, when necessary.
 - v. Verify the current date appears at the bottom of Section 3.
4. Review the contents of DA Form 4187, Section 4 (Remarks) for completeness and accuracy.
 - a. Review any comments written in Section 4 for appropriateness to the requested action.
 - b. Verify the attachment of any additional comment sheets to DA Form 4187.
 5. Review the contents of DA Form 4187, Section 5 (Certification/Approval/Disapproval) for completeness and accuracy.
 - a. Review the information and requested action(s) contained in Section 2 and Section 3.
 - b. Verify the "verified" section is checked-off.
 - c. Verify either "recommended approval" or "recommended disapproval" has been checked-off for the requested action(s).
 6. Verify the routing and submission information for DA Form 4187 is complete and accurate.
 - a. Verify the "Thru:" designation or address is correct.
 - b. Verify the "To:" designation or address is correct.
 - c. Verify the "From:" designation or address is correct.
 - d. Verify the submission of DA Form 4187 for approval/disapproval as stated in Local SOP.
 7. Verify the signature(s) and action item(s) on DA Form 4187 are complete and accurate.
 - a. Verify "is approved" or "is disapproved" is checked-off in DA Form 4187 Section 5.
 - b. Verify DA Form 4187 contains the appropriate command authority signature(s).
 - c. Assign and complete all action item(s) indicated by the appropriate signing authority as stated in appropriate regulation or Local SOPs.
 - d. Verify a copy of the soldier's action is maintained in the local suspense files as stated in appropriate regulation or Local SOPs.
 8. Verify the soldier is notified of the results of the DA Form 4187.
 - a. Verify the soldier's action was returned from higher headquarters approved or disapproved.
 - b. Verify the DA Form 4187 and supporting documentation is properly routed to the soldier.
 - c. Verify orders are published, if necessary.
 9. Verify DA Form 4187 and supporting documents or attachments are properly filed.
 - a. File the appropriate content in the soldier's MPRJ.
 - b. Update the Official Military Personnel File (OMPF), if necessary.
 - c. Update the Career Management Individual File (CMIF), if necessary.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures

- | | <u>GO</u> | <u>NO GO</u> |
|---|-----------|--------------|
| 1. Reviewed the contents of DA Form 4187 for completeness and accuracy. | — | — |

Performance Measures

	<u>GO</u>	<u>NO GO</u>
2. Verified the routing, submission, signature, and action items for DA Form 4187 are complete and accurate.	—	—
3. Verified the proper filing of DA Form 4187 and supporting documents or attachments.	—	—
4. Verified the soldier was notified of the results of the DA Form 4187.	—	—

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required

- AR 600-8-104
- DA FORM 4187
- DA FORM 4187-E
- DA PAM 600-8

Related

Manage Transfers and Discharges

805C-42A-4022

Conditions: Given a requirement to manage the transfers, discharges, and separation actions from the active Army and access to AR 635-200, DA Form 2166-8-1, DA Form 2339, DA Form 4187, DA Form 4856, DA Form 4941-R, DA Form 4991-R, DA Form 5138-R, DA Pam 600-8-11, DD Form 458, SF 88, SF 93, SF 520, and SF 600.

Standards:

1. Verify the actions required for separation/disharge.
2. Verify the proper separation/discharge authorities.
3. Verify the proper routing channels for separation/discharge.
4. Verify the proper separation/discharge and reduction orders.
5. Verify the proper distribution of transfer/separation and discharge proceedings.

Performance Steps

1. Verify the actions required for separation/discharge.
 - a. Verify the specific type of separation/discharge action being reviewed is correct.
 - b. Ensure the characterization of the soldier's service or description of his or her separation is correct for the soldier's type of separation or discharge.
 - c. Ensure the initiating commanding officer who is recommending separation/discharge of the soldier, if applicable, submitted a report to the separation authority in proper format and that it contains all the data and documentation required for the specific type of separation/discharge being recommended.
 - (1) Ensure the commander cited the specific chapter and paragraph upon which he or she is basing his or her recommendation.
 - (2) Ensure the commander recommended a specific separation/discharge action and characterization of service.
 - (3) Ensure the commander listed a specific, factual reason(s) for his or her recommended action.
 - (4) Ensure the commander listed any counseling records.
 - (5) Ensure the commander noted any trial(s) by court-martial the soldier had or any other disciplinary action(s) and other derogatory data regarding the soldier.
 - (6) Ensure the commander attached a copy of SF 600 or psychiatric report to the report to show that the soldier received a mental status evaluation, if applicable.
 - (7) Ensure the commander attached a copy of SF 88 to the report to show that the soldier received a medical examination, if applicable.
 - (8) Ensure the commander explained why he or she believes it is not feasible or appropriate to dispose of the soldier's case by other means.
 - (9) Ensure the commander recorded any promotions and/or reductions the soldier received and the dates of those actions.
 - (10) Ensure the commander recorded any time the soldier lost and whether the loss was due to his or her being absent without leave (AWOL), in confinement, or other reasons.
 - (11) Ensure the commander noted any favorable communications, recommendations, citations, or awards regarding the soldier.
 - (12) Ensure the commander noted any evidence of rehabilitation made by the soldier when there is derogatory data.
 - (13) Ensure the commander noted any medical or other data.
 - (14) Ensure the commander included a statement that he or she, in consultation with the rehabilitation team, has determined that further rehabilitative efforts are not practical, when recommending a soldier for separation because of alcohol or other drug abuse rehabilitation failure.
 - (a) Ensure the commander included a chronological history of the soldier's alcohol or drug abuse.

Performance Steps

- (b) Ensure the commander listed the circumstances concerning the soldier's referral to rehabilitation, initial screening interview, medical evaluation, and enrollment in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP), along with the dates these events took place.
 - (c) Ensure the commander summarized the rehabilitation efforts which were made before and after the soldier was enrolled in the ADAPCP. If applicable, the soldier's dates of detoxification, the extent of counseling and other rehabilitation efforts made by the ADAPCP facility, and the extent of counseling and other rehabilitation efforts made by the soldier's unit chain of command, including the dates of these efforts.
 - (d) Ensure the commander explained how the criteria for separating the soldier because of alcohol or other drug abuse rehabilitation failure have been met.
 - (e) Ensure the commander included a statement which says that the soldier has no potential for useful service under conditions of full mobilization as stated in the Army's Mobilization Asset Transfer Program, if applicable.
- d. Ensure the appropriate notification of separation memorandum was forwarded to the soldier when the type of separation/discharge requires it and is attached to the initiating commander's recommendation report.
- (1) Ensure the commander followed the proper format when the recommended separation/discharge action requires use of the Notification Procedure.
 - (2) Ensure the commander followed the proper format when the recommended separation/discharge action requires use of the Administrative Separation Board Procedure.
 - (3) Ensure the commander advised the soldier of the type of discharge and character of service he or she is recommending.
 - (a) Ensure the commander cited specific allegations on which the proposed discharge/separation action is based.
 - (b) Ensure the commander cited the specific chapter, section, and paragraph in which he or she is basing his or her recommendation.
 - (c) Ensure the commander advised the soldier whether the recommended separation could result in discharge, release from active duty to a Reserve Component (RC), or release from custody and control of the Army.
 - (4) Ensure the commander informed the soldier of the least favorable characterization of service or description of separation he or she could receive.
 - (a) Ensure the commander advised the soldier that the intermediate commander(s) may recommend a less favorable discharge or characterization of service than that recommended by himself or herself.
 - (b) Ensure the commander advised the soldier that the separation authority is not bound by the recommendations of the initiating commander or intermediate commander(s) and he or she has complete authorization to direct any type of discharge and characterization of service.
 - (5) Ensure the commander advised the soldier of his or her rights when the recommended separation/discharge action requires adherence to the Notification Procedure.
 - (a) Ensure the commander informed the soldier that he or she may submit statements on his or her own behalf.
 - (b) Ensure the commander advised the soldier that he or she can obtain copies of documents supporting the recommendation.
 - (c) Ensure the commander advised the soldier that he or she has the right to consult with a consulting consul or with a civilian counsel at no expense to the government within a reasonable amount of time.
 - (d) Ensure the commander advised the soldier that he or she has the right to a hearing before an administrative separation board if he or she has 6 or more years of total active and reserve service on the date of initiation of the recommendation
 - (e) Ensure the commander advised the soldier that he or she can waive these rights by submitting a written request in the proper format.

Performance Steps

- (f) Ensure the commander advised the soldier that his or her failure to respond to the commander's notification of separation memorandum within 7 duty days will constitute a waiver of his or her rights.
- (6) Ensure the commander advised the soldier of his or her rights when the recommended separation/discharge action requires adherence to the Administrative Separation Board Procedure.
 - (a) Ensure the commander advised the soldier of his or her rights listed in points (3)(a) and (3)(b).
 - (b) Ensure the commander advised the soldier that he or she has the right to request a hearing in person before an administrative board or present written statements to the board.
 - (c) Ensure the commander advised the soldier that he or she has the right to request appointment of military counsel for representation, military representation of his or her own choosing, if reasonably available, or retain civilian counsel at no expense to the government.
- (7) Ensure the commander advised the soldier regarding his or her rights.
 - (a) Ensure the commander advised the soldier that he or she can submit a written request for a conditional waiver of his or her right to a hearing before an administrative separation board.
 - (b) Ensure the commander advised a soldier with 18 or more years of active Federal service that he or she cannot waive his or her rights to a board hearing and representation by counsel.
 - (c) Ensure a request for conditional waiver was submitted in the proper format, if applicable.
 - Verify that the soldier signed the waiver.
 - Verify that the soldier's consulting counsel signed the waiver as witness, indicating that he or she is a commissioned officer of the Judge Advocate General's Corps.
 - Ensure that an appropriate notation has been made on the waiver for a soldier who declined to sign it.
 - Ensure that an appropriate notation has been made on the waiver as to which rights the soldier elected to exercise when he or she refused to sign it.
 - (d) Ensure the commander advised the soldier that failure to respond to the commander's notification of separation within 7 duty days will constitute a waiver of his or her rights.
 - (e) Ensure the commander advised the soldier that he or she can, based on good cause, request and be granted an extension beyond the 7 duty days.
- (8) Ensure the commander, when required by the type of separation/discharge action, arranged for the soldier to have a medical examination and/or mental status evaluation and informed him or her as to when and where he or she is to report for the examination and/or evaluation.
- (9) Verify the soldier acknowledged receipt of the notification by signing and dating it.
- (10) Verify an appropriate notation was recorded on the retained copy when the soldier failed to acknowledge receipt of the notification.
- (11) Verify the commander's notification of separation and the soldier's acknowledgment of receipt of the notification are attached as enclosures to the commanding officer's report to the separation authority recommending separation/discharge of the soldier.
- e. Ensure a soldier who will have 20 or more years of active Federal service at his or her expiration of term of service (ETS) was counseled by his or her personnel officer during the sixth month prior to his or her ETS.
- f. Verify a soldier who has 20 or more years of active Federal service has signed a statement which indicates that he or she has been counseled regarding his or her options and fully understands the consequences of any career decisions he or she makes.
- g. Ensure the necessary documents have been correctly completed and submitted for a soldier who is requesting a separation/discharge from the Army.

Performance Steps

- (1) Ensure the originals of DA Form 2339, SF 93, SF 88, and SF 520 are attached to the separation/discharge documents for a soldier who is applying for retirement after completing 20 or more years of active Federal service.
- (2) Ensure a soldier who entered the Army to attend the Warrant Officer Flight Training (WOFT) and failed to qualify medically for flight training correctly submitted his or her request for discharge in proper format.
 - (a) Verify the soldier's disqualification from flight training was determined by the Commander, US Army Aeromedical Center, Fort Rucker, AL 36362.
 - (b) Verify the soldier submitted his or her request within 30 days of his or her being disqualified for flying.
- (3) Ensure a soldier who is seeking separation from the Army as a surviving son or daughter has submitted a request which includes the name, grade, serial number or social security number (SSN), branch of service, relationship, date of death or disablement of the family member upon whom the request is based, and a Department of Veterans' Affairs (DVA) claim number, if appropriate.
- (4) Ensure a soldier who is requesting a discharge in lieu of trial by court-martial has submitted his or her request in the proper format.
 - (a) Ensure in the request the soldier certified that he or she waived his or her right to counseling or received counseling from a consulting counsel of the Judge Advocate General's Corps or a civilian counsel, understands his or her rights, understands he or she may receive a discharge under other than honorable conditions, and understands the adverse nature of such a discharge and its possible consequences.
 - (b) Ensure the consulting counsel is a commissioned officer of the Judge Advocate General's Corps or a civilian counsel.
Ensure the consulting counsel signed the application as a witness.
Ensure when the soldier waives his right to counsel the consulting counsel prepared a statement to that effect and included it with the separation documents.
 - (c) Ensure in the request the soldier acknowledges that he or she understands the elements of the offense(s) with which he or she is charged and is guilty of the charge or is guilty of a lesser offense(s) which also authorizes a punitive discharge.
 - (d) Verify court-martial charges have been preferred against the soldier or that he or she is under a suspended sentence of a punitive discharge.
 - (e) Verify with the staff judge advocate (SJA), when court-martial charges have been preferred against the soldier, that the offense(s) he or she committed includes punishment by either a bad conduct discharge (BCD) or a dishonorable discharge.
 - (f) Ensure a copy of DD Form 458, a copy of the court-martial order, and a summary of facts which relate to the soldier's conduct are included with the request, as warranted.
 - (g) Ensure a complete copy of all reports of investigation and any statement(s), documents, or other matter(s) considered by the commanding officer in making his or her recommendation, including any information presented for consideration by the soldier or consulting consul, are included with the request.
- (5) Ensure a soldier who is requesting separation because of dependency or hardship has submitted a formal request and all necessary documentation.
 - (a) Ensure the soldier's request explains the nature of his or her hardship condition and what the soldier intends to do to alleviate the hardship.
 - (b) Ensure the soldier's request contains an affidavit or statement by or on behalf of the soldier's dependents substantiating the dependency or hardship claim.
 - (c) Ensure the soldier's request contains affidavits by at least two agencies or individuals, other than members of the soldier's family, substantiating the dependency or hardship claim.
 - (d) Ensure when the soldier's claim of hardship is financially based the request contains a statement establishing the monthly income and expenses of the family.
 - (e) Ensure the request contains any other documents which substantiate the basis of the soldier's claim of hardship or dependency.

Performance Steps

- (6) Ensure the separation documents of a female soldier who is requesting separation because of pregnancy contain the necessary supporting documents.
 - (a) Ensure the soldier's pregnancy has been verified and documented on SF 88 and SF 93.
 - (b) Ensure the soldier acknowledged she received counseling from her unit commander as stated in the Pregnancy Counseling Checklist and indicated that she elects separation from active duty by locating a signed Statement of Counseling in her separation documents.
 - (c) Ensure the Pregnancy Counseling Checklist and Statement of Counseling are filed in the soldier's MPRJ as an action pending document.
- (7) Ensure the separation documents contain the appropriate documents for a soldier who is requesting separation because he or she has been denied reenlistment and has declined continued service.
 - (a) Ensure the separation documents contain a completed DA Form 4941-R for a soldier who requests separation prior to his or her ETS because he or she has been denied reenlistment by Headquarters Department of the Army (HQDA).
 - (b) Ensure the separation documents contain a completed DA Form 4187 for a soldier who has requested separation prior to his or her ETS because he or she is under a locally imposed bar to reenlistment.
 - (c) Ensure the separation documents contain a completed DA Form 4187 and DA Form 4991-R for a soldier who declines to meet his or her remaining service requirements.
- (8) Ensure the separation documents contain the appropriate documents for a soldier who is requesting early separation or discharge from active duty to attend a specific term at a college, university, or vocational school.
 - (a) Ensure the soldier is not a member of the Army National Guard (ARNGUS), US Army Reserve (USAR) serving on active duty for training (ADT), or a former senior ROTC cadet who was ordered to active duty because of breaches of contract.
 - (b) Ensure the soldier has served more than three years on active duty and has no more than 90 days left on his or her ETS.
 - (c) Ensure the soldier's separation documents contain a statement from an appropriate school official, such as a registrar or director of admissions, indicating that the soldier has been accepted by the school for enrollment in a full time resident course of instruction and that the latest acceptable registration date for the school term falls within the 3-month period preceding the soldier's ETS.
Ensure when the soldier is going to enroll in a college or university the institution offers courses leading to an associate, baccalaureate, or higher degree and is approved by the DVA.
Ensure when the soldier is going to enroll in a vocational or technical school the institution offers a course of instruction which is not less than 3 months in duration and is approved by the DVA.
 - (d) Ensure the separation documents contain an application for early release by the soldier which documents that he or she is able to pay or has already paid any school entrance fees and establishes that for him or her to delay school enrollment until his or her normal ETS would cause undue personal hardship
- h. Ensure a soldier who qualifies for the Army's Mobilization Asset Transfer Program is transferred to the Individual Ready Reserve (IRR) upon separation from active duty.
- i. Ensure a soldier who is being separated for alcohol or drug abuse rehabilitation failure, misconduct, homosexuality, or with a characterization of service of under other than honorable conditions is not transferred to the IRR.
- j. Ensure the appropriate items on DA Form 5138-R were completed to ensure that processing goals are met in a timely fashion.
 - (1) Ensure under normal circumstances the separation/discharge process did not exceed 15 working days from the date the soldier acknowledged receipt of the notification of his or her proposed separation when the Notification Procedure is used.

Performance Steps

- (2) Ensure under normal circumstances the separation/discharge process did not exceed 50 working days from the date the soldier acknowledged receipt of the notification of his or her proposed separation when the Administrative Separation Board Procedure is used.
2. Verify the proper separation/discharge authorities.
 - a. Ensure each intermediate commander in the chain of command has recommended approval or disapproval of the recommended separation/discharge action.
 - (1) Ensure each commander has given reasons for his or her recommendation.
 - (2) Ensure each commander who recommended approval specified the type of separation/discharge that he or she recommends for the soldier.
 - (3) Ensure each commander who recommended approval specified a characterization of the soldier's service.
 - (4) Ensure an intermediate commander who considered additional unfavorable information about the soldier, aside from that contained in the initiating commander's recommended action, provided specific facts and incidents in the soldier's record in writing to warrant the type of discharge and characterization he or she is recommending.
 - (5) Ensure the soldier was given an opportunity to rebut any additional unfavorable information prior to the proposed separation/discharge action being forwarded by that particular intermediate commander.
 - b. Ensure the administrative separation board, if applicable, is composed properly.
 - (1) Ensure the board consists of at least three experienced, unbiased commissioned, warrant, or noncommissioned officers (NCOs) who are fully aware of applicable regulations and policies pertaining to cases for which the board is being convened.
 - (2) Ensure enlisted soldiers who are appointed to the board are in grade sergeant first class (SFC) or above and are senior in grade to the respondent.
 - (3) Ensure at least one member of the board is serving in the grade of major or above.
 - (4) Ensure in the case of a RC soldier the board includes at least one RC member.
 - (a) Ensure the RC representative on the board is senior to the RC soldier's Reserve grade.
 - (b) Ensure in the case of a RC soldier the board consists of no enlisted soldiers when a discharge of under other than honorable conditions may be the final action.
 - (5) Ensure the senior member of the board acts as its president.
 - (6) Ensure the convening authority appoints a nonvoting recorder of the board's proceedings and, if he or she chooses, appoints a nonvoting legal advisor to the board.
 - (7) Ensure in the case of a female soldier, the board will, upon written request of the soldier, include a female voting member, if reasonably available.
 - (8) Ensure when a female soldier was not available to serve on the board, this is noted in the record of the board's proceedings.
 - (9) Ensure in the case of a soldier of the Army who holds a Reserve commission or warrant, the board is composed of an uneven number of officers.
 - (a) Ensure the officers on the board are senior in permanent grade to the Reserve grade held by the soldier.
 - (b) Ensure one member of the board is a Regular Army (RA) officer and the remaining members are RC officers who are serving on active duty.
 - (10) Ensure in the case of a soldier who is a member of a minority group the board will, upon written request of the soldier, include a voting member who is also a minority group member, if reasonably available.
 - (a) Ensure, when requested, the board member will be of the same minority group as the respondent, if reasonably available.
 - (b) Ensure when a request of this nature cannot be met due to unavailability, this fact is noted in the board's proceedings.
 - (11) Ensure the board has a competent stenographer or clerk.
 - (12) Ensure the initiating officer of the discharge/separation action or any intervening officer who has direct knowledge of the case is not a member of the board

Performance Steps

- (13) Ensure no members of the board served on a previous board which was convened to consider any of the same matters against the soldier.
- c. Ensure the administrative separation board's proceedings are conducted properly.
 - (1) Ensure a soldier under military control is notified in writing of the board's convening date at least 15 days prior to the hearing.
 - (a) Ensure the president of the board fully explains in writing in the board's proceedings the overriding reasons for not being able to give the minimum of 15 days notice to the soldier.
 - (b) Ensure the written notice states that if the soldier fails to appear before the board when scheduled by willfully absencing himself or herself without good cause, he or she could be discharged from or retained in the service without his or her personal appearance.
 - (c) Ensure the soldier is notified of the names and addresses of witnesses who are expected to be called at the board hearing.
 - Ensure the soldier is notified that the recorder of the board will, upon his or her request, try to arrange for the presence of any available witness that he or she desires to call.
 - Ensure the ETS date or transfer status of each expected witness is checked to ensure that essential military witnesses are available at the board hearing.
 - Ensure the appropriate commander is notified of any witnesses which are under his or her command so they are not transferred or separated before the beginning of the board hearing except when an enlistment or period of service fixed by law expires.
 - Ensure an attempt is made to obtain a soldier's consent to retention beyond his or her ETS date for the purpose of testifying at the hearing.
 - Ensure when a soldier refuses retention a deposition or affidavit is obtained from the soldier prior to his or her separation.
 - (d) Ensure a copy of the case file, including all affidavits and depositions of witnesses unavailable to appear in person at the board hearing, is delivered to the soldier or his or her counsel as soon as possible after it is determined that a board will hear the case.
 - (2) Ensure when a soldier chooses to appear before the board without counsel that the record shows that the president of the board counseled the soldier.
 - (a) Ensure the record reflects that the soldier was counseled as to the type of discharge he or she may receive as a result of the board's action and the effects of such a discharge later in his or her life.
 - (b) Ensure the record reflects that the soldier was informed that he or she may request counsel and how he or she responded.
 - (c) Ensure the record reflects that the soldier was informed that he or she can, at anytime before the board convenes or during the proceedings, submit any answer, deposition, sworn or unsworn statement, affidavit, certificate, or stipulation, including depositions or affidavits of witnesses who are not reasonably available or unwilling to testify in person.
 - (3) Ensure the record reflects that the soldier was advised of his rights during the board proceedings.
 - (a) Ensure the soldier understands that he or she has the right to submit or not to submit to examination by the board.
 - (b) Ensure the soldier understands that he or she and his or her counsel can question any witness who appears before the board.
 - (c) Ensure the soldier understands that he or she can challenge any voting member of the board for cause only.
 - (d) Ensure the soldier understands that he or she or his or her counsel can present argument before the board closes the case for deliberation on its findings and recommendations.
 - (e) Ensure the soldier understands that his or her failure to invoke any of these rights will not have an effect upon the validity of the separation proceedings.

Performance Steps

- (4) Ensure when a soldier holds RC status as a commissioned or warrant officer the board notifies him or her that the separation/discharge action also involves his or her RC status and could result in the termination of such status.
 - (5) Ensure when the board meets in closed session only voting members are present.
 - (6) Ensure the board's proceedings are summarized as fairly and accurately as possible and contain a verbatim record of its findings and recommendations.
 - d. Ensure the servicing Judge Advocate was consulted by the separation authority, if appropriate.
 - (1) Ensure an officer of the Judge Advocate General's Corps reviewed the discharge/separation action when limited use evidence is involved.
 - (2) Ensure an officer of the Judge Advocate General's Corps reviewed the discharge/separation action when an administrative separation board recommended a discharge under other than honorable conditions.
 - (3) Ensure an officer of the Judge Advocate General's Corps reviewed the discharge/separation action when the soldier identified specific legal issues for consideration by the separation authority.
 - e. Ensure the separation authority who signed the separation/discharge documents has approval authority for this type of separation/discharge.
 - f. Ensure the appropriate items on DA Form 5138-R were completed to ensure that processing goals are met in a timely fashion.
3. Verify the proper routing channels for the separation/discharge.
- a. Ensure the specialist prepared an endorsement to forward a separation/discharge recommendation to the appropriate separation authority when the report is found to be complete and free of errors.
 - (1) Ensure the specialist's endorsement was reviewed for correctness, completeness, and neatness.
 - (2) Ensure the authenticating official signed the endorsement.
 - (3) Ensure the specialist routed the endorsement, the report, and supporting documents to the appropriate separation authority.
 - (a) Ensure in the case of a soldier with 18 or more years of service, the completed report of the board's proceedings, along with complete documentation and the recommendation of the convening authority, are forwarded to HQDA(TAPC-PDT-SS), Alexandria, VA 22331-0479, for final action when the convening authority recommends discharge of the soldier.
 - (b) Ensure in the case of a soldier with 18 or more years of service and a recommendation for separation under Chapter 3, or in the case of a soldier with less than 18 years of service, that the completed report of the administrative separation board's proceedings, along with complete documentation, is forwarded to the separation authority in the proper format.
 - b. Ensure improperly authorized separation/discharge documents are returned to the separation authority for correction.
 - c. Ensure the appropriate items on DA Form 5138-R were completed to ensure that processing goals are met in a timely fashion.
4. Verify the proper separation/discharge and reduction orders.
- a. Ensure the soldier's separation orders are prepared correctly when his or her separation is approved by the appropriate separation authority.
 - b. Ensure the separation orders correctly identify the type of separation/discharge the soldier is to receive.
 - c. Verify the type of separation/discharge action is honorable or other than honorable.
 - (1) Ensure reduction orders have been prepared for a soldier who is being discharged under other than honorable conditions.
 - (2) Ensure the reduction orders establish that the soldier has been reduced to the lowest rank, Private/E-1.

Performance Steps

- d. Ensure the appropriate items on DA Form 5138-R were completed to ensure that processing goals are met in a timely fashion.

5. Verify the proper distribution of transfer/separation and discharge proceedings.

- a. Ensure the proper procedures are followed when the separation authority directs that the soldier be retained on active duty.
 - (1) Ensure the suspense of favorable personnel actions (Flags) against the soldier is removed if the separation authority directs that the soldier be retained on active duty.
 - (2) Ensure the original copy of the proceedings is filed at the headquarters of the separation authority when the separation authority directs that the soldier be retained on active duty.
 - (3) Ensure the soldier's commanding officer is notified that the separation authority has directed the soldier's retention on active duty.
- b. Ensure the proper procedures are followed when the separation authority directs that the soldier be separated from the active Army.
 - (1) Ensure the endorsement and a copy of the proceedings are forwarded to the commander who has the soldier's records so that the soldier can be separated as ordered.
 - (2) Ensure the original copy of the proceedings is filed in the permanent section of the soldier's MPRJ when his or her separation/discharge is approved.
 - (3) Ensure for a naturalized soldier, who is being separated under conditions other than honorable, the soldier's commanding officer notified the Immigration and Naturalization Service (INS) by letter.
 - (a) Ensure the letter contains the soldier's proposed address of residence after discharge, date and place of birth, date and place of naturalization, and certificate of naturalization number, if available.
 - (b) Verify the commander sent the letter to INS, ATTN: Assistant Commissioner (Naturalization), 425 Eye Street, NW, Washington, D.C. 20536.
- c. Ensure the appropriate items on DA Form 5138-R were completed to ensure that processing goals are met in a timely fashion.
- d. Ensure the soldier receives a copy of the proceedings regardless if he or she is approved or disapproved for separation/discharge.
 - (1) Verify the soldier's copy is marked, "Copy for (name and SSN of the soldier)."
 - (2) Ensure the soldier's copy of the proceedings does not include any written medical testimony and reports that would prove injurious to his or her physical or mental health.
 - (3) Verify the proceedings contain a receipt signed by the soldier or his or her counsel indicating receipt of a copy of the proceedings or a statement indicating that the soldier was unwilling to sign the receipt.
 - (4) Verify the soldier's copy contains a notation, if appropriate, that neither the soldier nor his counsel wanted a copy of the proceedings and that the copy is attached to the original.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Verified the actions required for separation/discharge.	—	—
2. Verified the proper separation/discharge authorities.	—	—
3. Verified the proper routing channels for the separation/discharge.	—	—
4. Verified the proper separation/discharge and reduction orders.	—	—
5. Verified the proper distribution of transfer/separation and discharge proceedings.	—	—

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required

AR 635-200
DA FORM 2166-8-1
DA FORM 2339
DA FORM 4187
DA FORM 4856
DA FORM 4941-R
DA FORM 4991-R
DA FORM 5138-R
DA PAM 600-8-11
DD FORM 458
SF 520
SF 600
SF 88
SF 93

Related

Manage Awards and Decorations
805C-42A-4023

Conditions: Given a completed DA Form 638 (Recommendation for Award) and access to:

- a. AR 600-8-22
- b. DA PAM 600-8.
- c. Standard office supplies and equipment.

Standards:

1. Identify guidelines for processing awards.
2. Identify purpose of Army Awards, DOD Service Medals and Ribbons, and Foreign Medals and their required forms.
3. Verify the DA Form 638 contains the correct data and is properly formatted.
4. Advise personnel on mobilization procedures for awards.

Performance Steps

1. Identify guidelines for processing awards.
 - a. Check to ensure awarded is within proper time limitations.
 - b. Interim awards are given promptly to award a suitable lesser decoration pending the final approval of a higher award. Upon approval of the higher award, the interim award is revoked. Advise personnel on the qualifying periods of service for awards.
 - c. Only one award is given for the same act, achievement, or period of meritorious service.
 - d. Succeeding awards and decorations will be awarded as an oak leaf cluster or numerical device.
 - e. The approval authority makes the decision on whether to award an individual with a decoration and which one is given.
2. Identify purpose of Army awards, DOD service medals, ribbons, and Foreign medals and their required forms.
 - a. Advise personnel on eligibility requirements for the potential recipients and on correct approval authority for Army individual awards.
 - b. Advise personnel on eligibility requirements for the potential recipients and on correct approval authority for DOD individual awards.
 - c. Advise personnel on eligibility requirements for the potential recipients and on correct approval authority for DOD service medals and ribbons.
 - d. Advise personnel on eligibility requirements for the potential recipients and on correct approval authority for Individual service medals and ribbons.
 - e. Advise personnel on authority for Foreign Medals and what medals are authorized for wear.
3. Verify the DA Form 638 contains the correct data and is properly formatted.
4. Advise personnel on mobilization procedures for awards.
 - a. Advise personnel on the four combat scenarios and procedures.
 - (1) Advise personnel on the procedures for small contingencies.
 - (2) Advise personnel on the procedures for large contingencies.
 - (3) Advise personnel on the procedures for partial mobilization.
 - (4) Advise personnel on the procedures for full mobilization.
 - b. Advise personnel on the award of decorations, service medals, and badges to soldiers.
 - c. Advise personnel on the award of decorations, service medals, and badges to DA civilians.
 - d. Advise personnel on the appropriate awards approval authority.
 - e. Advise personnel on the proper planning procedures during the transition phases.
 - f. Ensure areas of heightened importance during combat are processed IAW with regulatory guidelines.
 - (1) Ensure posthumous awards and interaction with the next of kin are processed correctly.

Performance Steps

- (2) Ensure Medal of Honor recommendations and procedures are processed correctly.
- (3) Ensure reviewed and adjudicated award claims and appeals are processed correctly.
- (4) Ensure the implementing and disseminating of awards policies.
- (5) Ensure the management of awards at all echelons are consistent with the commanders directives.
- (6) Ensure unit awards are processed correctly.
- (7) Ensure the award of US decorations to foreign personnel and foreign awards to US members awards are processed correctly.
- (8) Ensure award and decoration abuse, and false claim inquiries are monitored properly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Identified guidelines for processing awards.	—	—
2. Identified purpose of Army Awards, DOD Service Medals and Ribbons, and Foreign Medals and their required forms.	—	—
3. Verified the DA Form 638 contains the correct data and is properly formatted.	—	—
4. Advised personnel on mobilization procedures for awards.	—	—

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

- Required**
 AR 600-8-105
 AR 600-8-22
 DA PAM 600-8

Related

Monitor Finance Actions
805C-42A-4024

Conditions: Given a requirement to monitor finance actions and access to AR 27-10 (Military Justice), AR 37-104-4 (Military Pay and Allowances Policy and Procedures-Active Component), DA Form 2627 (Record of Proceedings under Article 15 UCMJ), DD Form 2558 (Authorization to Start, Stop or Change an Allotment), DD Form 2559 (Savings Bond Allotment Authorization/Active Duty or Retired Pay), Tricare Dental Plan Enrollment/Change form, and DOD Financial Management Regulation 7000.14-R, Volume 7A.

Standards:

1. Ensure the soldier meets the requirements for special pay for enlistment and reenlistment bonuses.
2. Ensure the soldier is entitled to receive special pay for duty subject to hostile fire or imminent danger.
3. Ensure the soldier meets the requirements for special pay for foreign language proficiency.
4. Ensure the soldier meets the requirements for incentive pay for hazardous duties.
5. Ensure the soldier receives the correct allowances and that any changes are properly documented.
6. Ensure requested allotments of pay meet the requirements.
7. Ensure the guidelines for nonjudicial punishment are met.
8. Ensure the eligibility requirements are met for the Tricare Dental Plan.
9. Ensure all pay transactions were transmitted and any questions in payment are properly documented.

Performance Steps

1. Ensure the soldier meets the requirements for special pay for enlistment, selective reenlistment, and regular reenlistment bonuses.
 - a. Ensure the soldier meets special pay requirements for an enlistment bonus.
 - (1) Ensure the bonus amount does not exceed \$20,000 and is an amount prescribed by the Secretary of the Army.
 - (2) Ensure the time of payment requested meets the requirements according to the appropriate DoD regulation.
 - (3) Ensure the enlistment bonus is fixed on the date of enlistment in the Delayed Enlistment Program (DEP), rather than on the date of entry on active duty, when a member enlists in a Reserve component for a period of at least 4 years.
 - b. Ensure the soldier meets general eligibility requirements for a selective reenlistment bonus.
 - (1) Ensure the soldier meets the conditions of Zone A, B, or C eligibility.
 - (2) Ensure the soldier meets the requirements for special conditions, if necessary.
 - (3) Ensure the amount of payment meets the requirements according to the appropriate DoD regulation.
 - (4) Ensure the soldier meets the requirements for additional obligated service, if necessary.
 - c. Ensure the soldier meets the special pay requirements for a regular reenlistment bonus.
 - (1) Ensure the soldier meets the basic conditions of entitlement for a regular reenlistment bonus.
 - (2) Ensure the time of payment requested meets the requirements according to the appropriate DoD regulation.
 - (3) Ensure a regular reenlistment bonus is not given to a soldier who meets any of the prescribed restrictions.
 - d. Ensure enlistment and reenlistment bonuses are recouped, if necessary.
2. Ensure the soldier is entitled to receive special pay for duty subject to hostile fire or imminent danger.
 - a. Ensure the soldier meets one of the following entitlement provisions.
 - (1) Verify the soldier is on official duty in a hostile fire /imminent danger post area.
 - (2) Verify the soldier is subject to hostile fire or explosion of hostile mines.
 - b. Ensure special situations are addressed, when necessary.
 - (1) Ensure a soldier who qualifies for special pay, and is missing, is credited with special pay while in the missing status.

Performance Steps

- (2) Ensure a soldier who is hospitalized as a result of hostile action is credited with hostile fire/imminent danger pay for each month of hospitalization.
3. Ensure the soldier meets the requirements for special pay for the foreign language proficiency.
 - a. Ensure the soldier meets one of the following entitlement provisions.
 - (1) Verify the soldier is qualified in a military specialty requiring a foreign language.
 - (2) Verify the soldier has received training under regulations prescribed by the Secretary of the Army.
 - (3) Verify the soldier is assigned to military duties requiring such proficiency.
 - (4) Verify the soldier is proficient in a foreign language for which the DoD may have critical need, as determined by the Secretary of Defense.
 - b. Ensure the correct dollar amount is given to a soldier with a foreign language proficiency.
 - (1) Ensure a soldier with a foreign language proficiency rating of 1 is given a monthly rate of \$25.
 - (2) Ensure a soldier with a foreign language proficiency rating of 2 is given a monthly rate of \$50.
 - (3) Ensure a soldier with a foreign language proficiency rating of 3 is given a monthly rate of \$75.
 - (4) Ensure a soldier with a foreign language proficiency rating of 4 is given a monthly rate of \$100.
4. Ensure the soldier meets the requirements for incentive pay for hazardous duties.
 - a. Ensure the soldier meets the general provisions for incentive pay.
 - (1) Ensure the soldier performs one of the following hazardous duties.
 - (a) Verify the soldier performs duty involving parachute jumping as an essential part of military duty.
 - (b) Verify the soldier performs duty involving frequent and regular participation in flight operation.
 - (c) Verify the soldier performs duty inside a high- or low-pressure chamber.
 - (d) Verify the soldier performs duty as a human test subject in thermal stress experiments.
 - (e) Verify the soldier performs duty involving the servicing of aircraft missiles with highly toxic fuels.
 - (f) Verify the soldier performs duty involving fumigation tasks utilizing highly toxic pesticides.
 - (g) Verify the soldier performs duty involving laboratory work utilizing live, dangerous viruses or bacteria.
 - (h) Verify the soldier performs duty involving the handling of chemical munitions.
 - (i) Verify the soldier performs duty involving demolition.
 - (2) Ensure the soldier receives the correct dollar amount for hazardous duty incentive pay.
 - (a) Verify the soldier, except for a high altitude-low opening (HALO) parachutist, receives \$165 per month in hazardous duty incentive pay.
 - (b) Verify the soldier, if a HALO parachutist, receives the correct dollar amount as stated in current approved data.
 - (c) Verify that the soldier is assigned to para-rescue units, required to perform parachute jumps, in connection with explosive ordinance demolition duties, if applicable.
 - b. Ensure the soldier meets the requirements for incentive pay, parachute duty.
 - (1) Verify the soldier meets the general entitlement requirements.
 - (2) Verify the soldier meets the military free fall or HALO requirements.
 - (3) Verify the soldier meets the parachute jumps-leave, permanent change of station (PCS), temporary duty/temporary additional duty (TDY/TAD), or active duty for training (ADT) requirements.
 - c. Ensure the soldier meets the requirements for incentive pay, flight deck duty.
 - (1) Verify the soldier meets the condition of entitlement.
 - (2) Verify the soldier meets the quotas and billets requirement.

Performance Steps

- (3) Verify the soldier meets the members on TDY/TAD requirement.
 - d. Ensure the soldier meets the requirements for incentive pay, demolition duty.
 - (1) Verify the soldier meets the condition of entitlement.
 - (2) Verify the soldier meets the duty involving demolition of explosives requirement.
 - (3) Verify the soldier meets the performance requirements.
 - e. Ensure the soldier meets the requirements for incentive pay, experimental stress duty.
 - (1) Verify the soldier meets the condition of entitlement.
 - (2) Verify the soldier meets the duty involving experimental stress requirement.
 - (a) Verify the soldier meets the human acceleration or deceleration experimental subject requirement.
 - (b) Verify the soldier meets the thermal stress duty requirement.
 - (c) Verify the soldier meets the high- or low-pressure chamber duty requirement.
 - (3) Verify the restrictions do not apply to the soldier.
 - f. Ensure the soldier meets the requirement for incentive pay, toxic fuels (or propellants) duty.
 - (1) Verify the soldier meets the condition of entitlement.
 - (2) Verify restrictions do not apply to the soldier.
 - g. Ensure the soldier meets the requirements incentive pay, toxic pesticides duty.
 - (1) Verify the soldier meets the condition of entitlement.
 - (2) Verify restrictions do not apply to the soldier.
 - h. Ensure the soldier meets the requirements for incentive pay, dangerous viruses or bacteria lab duty.
 - (1) Verify the soldier meets the condition of entitlement.
 - (2) Verify restrictions do not apply to the soldier.
 - i. Ensure the soldier meets the requirements for incentive pay, chemical munitions.
 - (1) Verify the soldier meets the condition of entitlement.
 - (2) Verify restrictions do not apply to the soldier.
5. Ensure the soldier receives the correct allowances and that any changes are properly documented.
- a. Ensure the soldier receives the basic allowance for subsistence (BAS).
 - b. Ensure the soldier receives the basic allowance for housing (BAH).
 - c. Ensure the soldier receives the family separation allowance (BSA).
6. Ensure requested allotments of pay meets the requirements.
- a. Ensure requested discretionary allotments of pay meet the requirements.
 - (1) Ensure the discretionary allotment requested is authorized.
 - (2) Ensure the soldier is eligible to request an allotment.
 - (3) Ensure the pay and allowances the soldier requests is documented on DD Form 2558.
 - (4) Ensure the period of allotment is definite, when applicable.
 - (5) Ensure allotment overpayment responsibilities are met.
 - b. Ensure requested non-discretionary allotments of pay meet the requirements.
 - (1) Verify the non-discretionary allotment is for the purchase for saving bonds (DD Form 2559).
 - (2) Verify the non-discretionary allotment is for charitable contributions.
 - (3) Verify the non-discretionary allotment is for post-Vietnam era veterans educational assistance program.
 - (4) Verify the non-discretionary allotment is for child and/or spousal support.
 - (5) Verify the non-discretionary allotment is for payment of delinquent local, state or federal income taxes.
 - (6) Verify the non-discretionary allotment is for repayment of loans to a government agency.
7. Ensure the guidelines for nonjudicial punishment are met.
- a. Ensure the punishment affecting pay is authorized (DA Form 2627).
 - b. Ensure the limitations on nonjudicial punishment are not exceeded.
 - c. Ensure the effective dates of punishment are authorized.
8. Ensure the eligibility requirements are met for the Tricare Dental Plan (TDP).

Performance Steps

- a. Ensure the soldier (and dependents, if applicable) is/are eligible to enroll.
 - b. Ensure the soldier is eligible for disenrollment.
 - c. Ensure the soldier meets the requirements for an exception to the minimum enrollment period, if applicable.
 - d. Ensure the proper deductions are made from the soldier's monthly pay for TDP.
9. Ensure all pay transactions were transmitted and any question in payment are properly documented.
- a. Ensure the document transmittal list identifies all transactions that have processed, recycled or rejected.
 - (1) Ensure Identifier column will reflect the state of each pay transaction.
 - (2) Ensure format identifier will reflect a pay event.
 - (3) Ensure action indicator describes the type of action taken for that pay event.
 - (4) Ensure variable data column is the information specific to the pay event or transaction.
 - (5) Ensure the error column identifies if the document is rejected or recycled.
 - (6) Ensure and verify all source documents are present for all processed and recycled transactions with the document transmittal list.
 - b. Ensure all pay inquiries affecting a soldier's pay is properly documented.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured the soldier met the requirements for special pay for enlistment, selective reenlistment, and regular reenlistment bonuses.	—	—
2. Ensured the soldier is entitled to receive special pay for duty subject to hostile fire or imminent danger.	—	—
3. Ensured the soldier met the requirements for special pay for foreign language proficiency.	—	—
4. Ensured the soldier met the requirements for incentive pay for hazardous duties.	—	—
5. Ensured the soldier received the correct allowances and that any changes were properly documented.	—	—
6. Ensured requested allotments of pay met the requirements.	—	—
7. Ensured the guidelines for nonjudicial punishment are met.	—	—
8. Ensured the eligibility requirements are met for the Tricare Dental Plan.	—	—
9. Ensured all pay transactions were transmitted and any questions in payment were properly documented.	—	—

Evaluation Guidance: Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong and how to perform it correctly.

References

- Required**
- AR 27-10
- AR 37-104-4
- DA FORM 2627

Related

References

Required

DD FORM 2558

DD FORM 2559

DODFMR 700.14R

Related

Review Personnel Evaluation System
805C-42A-4025

Conditions: Given a requirement to review the personnel evaluation system and access to AR 623-105, AR 623-205, AR 690-400, DA Form 2166-8, DA Form 67-9, DA Form 7223 and DA Form 7223-1.

Standards:

1. Ensure Personnel Service Battalion (PSB)/administrative office responsibilities are accomplished when processing OERs.
2. Ensure Personnel Service Battalion (PSB)/administrative office responsibilities are accomplished when processing NCOERs.
3. Ensure rater responsibilities are accomplished when preparing Base System Civilian Evaluation Reports.

Performance Steps

1. Ensure PSB/administrative office responsibilities are completed when processing OERs.
 - a. Ensure copies of current rating chains furnished by commanders are maintained.
 - b. Ensure rating officials meet eligibility criteria.
 - c. Ensure initial counseling is completed within the first 30 days.
 - d. Ensure proper suspense controls of OERs are within local procedures.
 - e. Assist the rated officer and rating officials in preparing reports, when needed.
 - f. Review completed DA Forms 67-9 for accurate entries.
 - g. Verify the entries made by the rating officials are correct.
 - h. Ensure Mandatory Reports-90 day minimum are processed according to the appropriate guidelines.
 - (1) Ensure the Change of Rater Report is processed.
 - (2) Ensure the Change of Duty Report is processed.
 - (3) Ensure the Annual Report is processed.
 - (4) Ensure the Departure on Temporary Duty (TDY) or Special Duty (SD) Reports are processed.
 - (5) Ensure the TDY and SD supervisor's evaluation report is processed.
 - (6) Ensure the Officer Failing Selection for Promotion is processed.
 - i. Ensure Mandatory Reports-other than 90-day minimum are processed according to the appropriate guidelines.
 - (1) Ensure the Initial tour of extended active duty is processed.
 - (2) Ensure the Application for Regular Army (RA) appointment is processed.
 - (3) Ensure the Judge Advocate General Funded Legal Education Program (FLEP) officers participating in on-the-job training is processed.
 - (4) Ensure the Relief for Cause Report is processed.
 - (5) Ensure the Personnel Command (PERSCOM) Directed Report is processed.
 - j. Ensure the optional reports are processed according to the appropriate guidelines.
 - (1) Ensure the Complete-the-record Report is processed.
 - (2) Ensure the Senior Rater Option Report is processed.
 - (3) Ensure the Rater option is processed.
 - (4) Ensure the Sixty-day Option Report is processed.
 - k. Verify the exceptional processing procedures are followed.
 - (1) Ensure the Referred Reports are processed.
 - (2) Ensure the Relief for Cause Reports are processed.
 - (3) Ensure the Commander Inquiry is processed.
 - (4) Ensure the Supplemental Reviews are processed.
 - l. Ensure requests for modifications to previously submitted reports meet the appropriate guidelines.

Performance Steps

- m. Notify rating officials of any discrepancies and advise them of corrective action.
- n. Ensure OERs reach Headquarters Department of the Army (HQDA) within 90 days after the "Thru" date of the report.
- o. Ensure appropriate entries are made on the Officer Record Brief (ORB) to show that required reports were completed and forwarded to HQDA.
- p. Ensure personnel records of incoming and outgoing officers are reviewed for the appropriate entries.
- q. Ensure the rated officer is provided a copy of his/her completed OER before it is sent to HQDA.
- r. Ensure reports returned by HQDA for corrective action are revised by the appropriate officials and forwarded to PERSCOM no later than the suspense date.
- s. Ensure guidelines are followed for officers and their rating officials when they are not supported by the same PSB.
- t. Advise and assist officers in the preparation of OER appeal procedures.

2. Ensure Personnel Service Battalion (PSB)/administrative office responsibilities are accomplished when processing NCOERs.
 - a. Ensure copies of current rating chains furnished by commanders are maintained.
 - b. Ensure rating officials meet eligibility criteria.
 - c. Ensure unit commanders are notified of mandatory reports and optional complete the record reports.
 - d. Ensure proper suspense controls of NCOERs IAW local procedures.
 - e. Assist the rated NCO and rating officials in preparing reports, when needed.
 - f. Review completed DA Forms 2166-8 for accurate entries.
 - g. Verify the entries made by the rating officials are in accordance with guidelines.
 - h. Verify reports comply within the restrictions.
 - i. Ensure the following reports are processed within the appropriate guidelines.
 - (1) Ensure the Annual Report is processed.
 - (2) Ensure the Change of Rater Report is processed.
 - (3) Ensure the Complete the Record Report is processed.
 - (4) Ensure the Senior Rater Option Report is processed.
 - (5) Ensure the 60-day Option Report is processed.
 - (6) Ensure the Relief for Cause Report is processed.
 - j. Ensure NCOER is completely and accurately filled out. Address all discrepancies with the rater.
 - k. Notify rating officials of any discrepancies and advise them of corrective action.
 - l. Ensure NCOERs are not separated.
 - m. Ensure NCOERs reach the appropriate headquarters within 60 days after the "Thru" date of the report.
 - (1) Ensure the NCOERs reach the United States Army Enlisted Records and Evaluation Center (USAEREC), ATTN: PCRE-RE, Indianapolis, IN 46249-5301 (Active Army).
 - (2) Ensure the NCOERs reach the appropriate State Adjutant General (AG) and forward a copy to the National Guard Bureau, ATTN: NGB-ARP-CT, Washington, DC 20310-2500 (Army National Guard).
 - (3) Ensure the NCOERs reach the Army Reserve Personnel Command (ARPERSCOM), ATTN: ARPC-PRE-E, 9700 Page Blvd, St. Louis, MO 63132-5200 (US Army Reserve).
 - n. Ensure appropriate entries are made on the Enlisted Record Brief (ERB) to show that required reports were completed and forwarded to the appropriate headquarters.
 - o. Ensure the personnel records of incoming and outgoing NCOs are reviewed for the appropriate entries.
 - p. Ensure the rated NCO is provided a copy of his/her completed NCOER before it is sent to the appropriate headquarters.
 - q. Ensure reports returned by higher headquarters for corrective action are revised by the appropriate officials and returned no later than the suspense date.
 - r. Ensure requests to USAEREC for Enlisted Evaluation Report Data Reconciliation (MEV 2026) are processed.

Performance Steps

- s. Ensure redress procedures are in compliance with regulatory guidelines.
 - (1) Brief NCO on appeal procedures.
 - (2) Verify the appeal is initiated.
 - (3) Verify the appeal will be received at USAEREC within the time limitations specified.
 - (4) Ensure the NCO requesting the appeal reads the appropriate chapter in the regulation.
 - (5) Assist the NCO with the appeal application if he/she decides to appeal his/her NCOER.
 - (6) Ensure the appeal follows the specific guidance.
 - t. Ensure a written performance report is provided to the serviced units at least quarterly showing statistics, late reports, and NCOER errors.
 - u. Ensure annual NCOERs are completed for NCOs.
3. Ensure rater responsibilities are accomplished when preparing Base System Civilian Evaluation Reports.
- a. Ensure the appropriate rater is designated IAW local policy.
 - b. Ensure the DA Form 7223-1, Base System Civilian Performance Counseling Checklist Record, is completed for the following pay plans and grades.
 - (1) Ensure a DA Form 7223-1 for Wage Grade (WG) employee is complete.
 - (2) Ensure a DA Form 7223-1 for Wage Leader (WL) employee is complete.
 - (3) Ensure a DA Form 7223-1 for Wage Supervisor (WS) employee, GS-8 or below, is complete.
 - (4) Ensure a DA Form 7223-1 for General Schedule (GS) employee, GS-8 or below, is complete.
 - c. Ensure performance counseling's are conducted within 30 days of the beginning of the rating period, midpoint of the rating cycle, and any other times as required.
4. Verify evaluation reports are maintained on file.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured Personnel Service Battalion (PSB)/administrative office responsibilities were completed when processing OERs.	_____	_____
2. Ensured Personnel Service Battalion (PSB)/administrative office responsibilities were accomplished when processing NCOERs.	_____	_____
3. Ensured rater responsibilities were accomplished when preparing Base System Civilian Evaluation Reports.	_____	_____
4. Verified evaluation reports were maintained on file.	_____	_____

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required	Related
AR 623-105	
AR 623-205	
AR 690-400	
DA FORM 2166-8	
DA FORM 67-9	

References

Required

DA FORM 7223

DA FORM 7223-1

Related

Manage Enlisted Promotions and Reductions
805C-42A-4028

Conditions: Given a requirement to manage enlisted promotions and reductions, and access to:

- a. AR 600-8-19
- b. DA Form 4187 (Personnel Action)
- c. DA Form 3355 (Promotion Point Worksheet)
- d. DA Form 3072-R (Waiver of Disqualification for Reenlistment/Promotion in the Regular Army)
- e. DA Form 3356 (Board Member Appraisal Worksheet)
- f. DA Form 3357 (Board Recommendation)
- g. Enlisted Records Brief (ERB)
- h. Unit Enlisted Advancement Report (AAA-117)
- i. Eligibility Roster (AAA-294)
- j. Enlisted Distribution Assignment System (EDAS)
- k. Military Personnel Records Jacket (MPRJ)
- l. Standard office supplies and equipment.

Standards:

- 1. Ensure a complete decentralized promotion cycle is established.
- 2. Verify all decentralized promotions are processed correctly.
- 3. Ensure a complete semicentralized promotion cycle is established.
- 4. Verify soldier being considered for centralized promotions meet the eligibility criteria before the Headquarters Department of the Army (HQDA) board convenes.
- 5. Verify all centralized (SFC, MSG, SGM) promotions are processed correctly.
- 6. Verify all reductions are processed correctly.
- 7. Ensure wartime standards for promotions are performed properly.

Performance Steps

- 1. Ensure a complete decentralized promotion cycle is established.
 - a. Verify the AAA-117 and AAA-294 are generated on the first duty day of each month.
 - b. Verify the computation for waiver allocations is generated on the first duty day of each month.
- 2. Verify all decentralized promotions are processed correctly.
 - a. Ensure all promotions to PV2-SPC are processed correctly.
 - (1) Review the AAA-117 and AAA-294 reports.
 - (2) Ensure the waiver allocations are sent to the unit commander.
 - (3) Ensure the unit commander selects eligible promotees by annotating "Yes" or "No" on the AAA-117 and AAA-294 reports.
 - (4) Ensure the battalion (BNS1) prepares DA Form 4187 for each soldier, as required.
 - (5) Ensure the BNS1 signs each DA Form 4187, as required.
 - (6) Ensure the unit commander signs each DA Form 4187, as required.
 - (7) Ensure the BNS1 prepares SPC certificates for the commander's signature.
 - (8) Ensure the BNS1 forwards the SPC certificates to the commander for signature.
 - (9) Ensure all required grade change transactions are made.
 - (10) Ensure the documents are distributed properly.
 - b. Ensure any erroneous advancements are corrected.
 - (1) Ensure the BNS1 prepares DA Form 4187 if the commander determines that a soldier was erroneously advanced.
 - (2) Ensure the BNS1 obtains the soldier's signature.
 - (3) Ensure all required grade change transactions are made.
 - (4) Ensure the BNS1 forwards the DA Form 4187 to the promotion (PROM) section.
- 3. Ensure a complete semicentralized promotion cycle is established.
 - a. Ensure the following processes occur one month prior to the board month.

Performance Steps

- (1) Ensure the BNS1 identifies soldiers considered for promotion.
 - (2) Ensure the BNS1 prepares each DA Form 3355, Section A.
 - (3) Ensure promotion authority's approval is obtained.
 - (4) Ensure each DA Form 3355 is forwarded to the PSB.
 - (5) Ensure the Enlisted Promotion Branch of the PSB completes each DA Form 3355, Section B.
 - (6) Ensure the Enlisted Promotion Branch of the PSB returns each DA Form 3355 to the BNS1.
- b. Ensure the following processes occur during the board month.
- (1) Ensure the BNS1 prepares for the board and conducts the board on or before the 15th of the board month.
 - (2) Ensure the BNS1 finalizes the boards proceedings.
 - (3) Ensure the BNS1 obtains the promotion authority's approval.
 - (4) Ensure the BNS1 forwards the results to the PSB.
 - (5) Ensure the PSB reviews the proceedings.
 - (6) Ensure the soldiers' promotion points are inputted into EDAS.
- c. Ensure the following processes occur two months after the board month.
- (1) Ensure the PROM receives the monthly SGT and SSG promotion selectees by name-listing.
 - (2) Ensure the PSB/BNS1 validates, by name, the eligibility of the soldiers selected for promotion to SGT/SSG.
 - (a) Verify the soldier being promoted to SGT has completed the Primary Leadership Development Course (PLDC).
 - (b) Verify the soldier being promoted to SSG has completed the Basic Noncommissioned Officer's Course (BNCOC).
 - (c) Verify the soldier being promoted to SSG meets the service remaining requirement for promotion.
 - (3) Ensure orders are issued, if applicable.
- d. Ensure special category promotions are processed correctly.
- (1) Ensure appropriate special forces soldiers are promoted to SGT on the first day of the month following attainment of recommended list status.
 - (2) Ensure appropriate Ranger School graduates are promoted on the first day of the third month following attainment of recommended list status or graduation from the Ranger School, whichever is later.
 - (3) Ensure soldiers in the rank of SPC and below entering Officer Candidate School (OCS) or Warrant Officer Candidate Course (WOCC) are promoted to SGT prior to departure from their losing organization.
- e. Ensure promotion point re-evaluations are processed correctly.
- (1) Ensure administrative re-evaluations are processed correctly.
 - (a) Ensure BN S1 completed Section A of DA Form 3355.
 - (b) Ensure DA Form 3355 was signed by the soldier's commander.
 - (c) Ensure the soldier requesting re-evaluation has increased his/her administrative points by at least 20 points.
 - (d) Ensure the AAA-294 is updated with the appropriate changes.
 - (e) Ensure the appropriate transaction is submitted.
 - (f) Ensure the EDAS database is updated.
 - (2) Ensure total re-evaluations are processed correctly.
 - (a) Ensure BN S1 completed Section A of DA Form 3355.
 - (b) Ensure DA Form 3355 was signed by the soldier's commander.
 - (c) Ensure DA Form 3355 was forwarded and approved by the appropriate promotion authority.
 - (d) Ensure PROM completes Section B of DA Form 3355 and it is signed by a SSG or above.
 - (e) Ensure BN S1 conducts a promotion board.
 - (f) Ensure the appropriate soldiers appear before the promotion board.

Performance Steps

- (g) Ensure the AAA-294 is updated with the appropriate changes.
- (h) Ensure the appropriate transaction is submitted.
- (i) Ensure the EDAS database is updated.
- f. Ensure promotion point adjustments are processed correctly.
 - (1) Ensure BN S1 prepares request for promotion point adjustment.
 - (2) Ensure PROM approves promotion point adjustment, if authorized.
 - (3) Ensure the AAA-294 is updated with the appropriate changes.
 - (4) Ensure the appropriate transaction is submitted.
 - (5) Ensure the EDAS database is updated.
 - (6) Ensure the soldier is notified of the decision.
 - (7) Ensure orders are published, if applicable.
- g. Verify the soldier is correctly removed from the local promotion standing list, if applicable.
 - (1) Ensure the soldier is informed in writing regarding removal action.
 - (2) Ensure the BNS1 verifies the conditions for removal.
 - (3) Ensure a removal board is properly composed of the appropriate personnel, if required.
 - (a) Ensure the president is a senior member.
 - (b) Ensure the board is composed of a minimum of 3 voting members senior in grade to the person being considered.
 - (c) Ensure the board has at least one member of the same sex as the soldier being considered for a promotion.
 - (d) Ensure the board is composed of an ethnic mixture.
 - (e) Ensure the board is composed of a nonvoting recorder from the BNS1.
 - (4) Ensure the BNS1 conducts a removal board, if required.
 - (a) Ensure each board member completes a DA Form 3356 to vote on each soldier.
 - (b) Ensure the recorder prepares DA Form 3357.
 - (c) Ensure the recorder obtains the president's signature on DA Form 3357.
 - (d) Ensure the recorder completes DA Form 3355, Section C.
 - (5) Ensure the removal board proceedings are forwarded to the PSB, using DA Form 4187.
 - (6) Ensure the AAA-294 is updated with the appropriate changes.
 - (7) Ensure the appropriate transaction is submitted.
 - (8) Ensure the EDAS database is updated.
- 4. Verify the soldier being considered for a centralized promotion meets the eligibility criteria before the HQDA board convenes.
 - a. Verify the soldier meets the announced date of rank (DOR) requirements and other eligibility criteria prescribed by HQDA.
 - b. Verify the soldier has at least 6, 8, and 10 years of total active federal service(AFS) for SFC, MSG and SGM, respectively.
 - c. Verify soldiers eligible for promotion to MSG and SGM have 8 and 10 years, respectively of enlisted service creditable in computing basic pay.
 - d. Verify the soldier is serving on active duty in an enlisted status on the convening date of the selection board.
 - e. Verify the soldier has a high school diploma or general education (GED) equivalent, or an associate degree or higher.
 - f. Verify the soldier is not barred from reenlistment.
 - g. Verify the soldier does not have an approved retirement.
 - h. Verify the soldier has not signed a Declination Continued Service Statement (DCSS).
 - i. Verify United States Army Reserve (USAR) and Army National Guard (ARNG) soldiers have completed a minimum of one year on active duty.
 - j. Verify the soldier eligible for promotion to MSG has completed the Advanced Noncommissioned Officers Course (ANCOC).
 - k. Ensure all preboard processing for Noncommissioned Officers (NCOs) who are in the Zone of Consideration are processed correctly.
 - (1) Ensure the BNS1 and the PSB identify all eligible soldiers.

Performance Steps

- (2) Ensure an Enlisted Records Brief (ERB) is generated for each soldier being considered for selection to SFC, MSG, and SGM.
 - (3) Ensure United States Army Enlisted Records and Evaluation Center (USAEREC) is notified of all ineligible soldiers.
 - (4) Ensure each soldier is notified that he/she is in the zone of consideration for promotion.
 - (5) Ensure USAEREC is notified of all soldiers not listed on the USAEREC listing of eligible soldiers, according to the zone announcement.
 - (6) Ensure soldiers are scheduled for an interview.
 - (7) Ensure each soldier reviews and signs the promotion documents for submission to the board.
 - (8) Ensure each soldier knows that he or she should request his or her Official Military Personnel File (OMPF).
 - (9) Ensure each soldier knows that he or she should review his or her OMPF at least six months prior to the board.
 - (10) Ensure each soldier knows that he or she should correct any errors in his or her OMPF.
 - (11) Ensure any documents submitted for correction or addition are forwarded through proper channels.
 - (12) Ensure the promotion documents are forwarded to the USAEREC selection board.
5. Verify all centralized (SFC, MSG, SGM) promotions are processed correctly.
 - a. Ensure the HQDA selection list is cross-checked against the listing of eligible soldiers.
 - b. Ensure all eligible soldiers were considered.
 - c. Ensure announced release date is complied with.
 - d. Ensure the promotion selection list is distributed IAW internal standard operating procedures.
 - e. Ensure letters of congratulations and all other applicable documents are prepared IAW internal standard operating procedures.
 - f. Ensure soldiers who must accept or deny promotion due to mandatory reclassification are notified.
 - (1) Ensure the soldier submitted a memorandum officially declining the promotion.
 - (2) Ensure the soldier's memorandum of declination is forwarded through command channels to the PSB.
 - (3) Ensure the soldier's memorandum of declination is forwarded to PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443, for removal from the promotion list and/or revocation of promotion orders.
 - (4) Ensure the soldier is notified when a response is received from PERSCOM.
 - g. Ensure the BNS1 notifies each NCO of the procedures used to request consideration or reconsideration by the Standby Advisory Board (STAB), if appropriate.
 - (1) Ensure BNS1 assists each NCO in writing to the career branch for a promotion potential analysis.
 - (2) Ensure documents reflecting a change in a soldier's promotable status are forwarded to PERSCOM, ATTN: TACP-MSP-E, Alexandria, VA 22332-0443.
 - h. Ensure all promotions for an NCO requesting consideration by the STAB are processed correctly.
 - (1) Ensure the BNS1 prepares a request for STAB.
 - (2) Ensure PROM processes a request for STAB.
 - (a) Ensure PROM verifies a request for STAB.
 - (b) Ensure PROM forward the request to PERSCOM.
 - (c) Ensure PROM forwards the response from PERSCOM to BNS1.
 - (3) Ensure BNS1 advises the soldier of the results of the request.
 - (4) Ensure all grade change transactions are submitted.
 6. Verify all reductions are processed correctly.
 - a. Verify the reason for the reduction has been properly determined.
 - (1) Verify the reason for the reduction is a result of misconduct.
 - (2) Verify the reason for the reduction is a result of inefficiency.

Performance Steps

- b. Ensure the appropriate reduction authority processes reductions in grade.
 - (1) Ensure the company, troop, or separate detachment commander processes reductions in grade involving the grade of Specialist (SPC) or Corporal (CPL) or below.
 - (2) Ensure the field grade commander of an organization which is authorized a Lieutenant Colonel (LTC) or higher grade commander processes a reduction in grade involving the grade of SGT or SSG.
 - (3) Ensure the commanders of organizations which are authorized a Colonel (COL) or higher grade commander processes reductions in grade involving the grade of SFC, MSG, or SGM.
- c. Ensure reductions as a result of misconduct are processed correctly.
 - (1) Ensure there is documentary evidence that the soldier has been convicted of an offense by a civil court.
 - (2) Ensure all grade change transactions are submitted.
 - (3) Ensure separation action was initiated, if applicable.
 - (4) Ensure the BNS1 forwarded substantiating documents through the command channel to the PSB.
- d. Ensure reductions as a result of inefficiency are processed correctly.
 - (1) Ensure the soldier has served in the same unit for at least 90 days prior to being reduced one grade for inefficiency.
 - (2) Ensure there are appropriate documents showing the soldier's inefficiency.
 - (3) Ensure the documents establish a pattern of inefficiency rather than identifying a specific incident.
 - (a) Ensure there are statements of counseling and documented attempts at rehabilitation by chain of command or supervisors.
 - (b) Ensure there are copies of the special NCO-Evaluation Report (NCOER) submitted due to inefficiency.
 - (c) Ensure there is correspondence from creditors attempting to collect a debt from the soldier.
 - (d) Ensure there is adverse correspondence from civil authorities.
 - (4) Ensure the commander reducing the soldier informs him or her in writing of the action and the reasons.
 - (5) Ensure the soldier acknowledges receipt of the memorandum.
 - (6) Ensure the soldier has the opportunity to submit rebuttal documents.
 - (7) Ensure the grade change transactions are submitted.
 - (8) Ensure the finalized case is forwarded to the PSB.
- e. Ensure the reduction board is properly composed of the appropriate personnel.
 - (1) Ensure the board is composed of at least 3 voting members senior in grade to the person being considered for a reduction.
 - (2) Ensure at least one board member is thoroughly familiar with the soldier's field of specialization for inefficiency cases.
 - (3) Ensure the board has at least one member of the same sex as the soldier being considered for reduction.
 - (4) Ensure the board is composed of a member of an ethnic minority group if the soldier being considered is a member of an ethnic minority group.
 - (5) Ensure there is a nonvoting recorder to serve on the board.
 - (6) Ensure no soldier with direct knowledge of the case is appointed to the board.
 - (7) Ensure alternate board members are appointed and available as required.
- f. Ensure the reduction board is conducted properly.
 - (1) Ensure the soldier is given written notice at least 15 duty days before the date of the hearing.
 - (2) Ensure the result of the reduction board is forwarded to the appeal authority, if applicable.
 - (3) Ensure the grade change transaction is submitted.
 - (4) Ensure the finalized case is forwarded to the PSB.
- g. Ensure the reduction order is prepared.
- h. Ensure the reduction decision is properly filed.

Performance Steps

- (1) Ensure the ENRC updates the MPRJ.
 - (2) Ensure the ENRC forwards the packet to US Army Enlisted Records and Evaluation Center (USAEREC) for filing in the OMPF.
7. Ensure wartime standards for promotions are performed properly.
- a. Ensure centralized and semicentralized promotions are discontinued on the battlefield.
 - b. Ensure decentralized promotions are managed as a subfunction of enlisted strength management.
 - c. Ensure promotions are based on position vacancies.
 - d. Ensure promotions are executed, recorded and reported by the promotion authority as soon as the battlefield situation permits.
 - e. Ensure the appropriate promotion and reduction authorities are identified.
 - (1) Major General in command for SFC and above.
 - (2) Lieutenant Colonel in command for SGT and SSG.
 - (3) Unit Commander for SPC and below.
 - f. Ensure data is properly maintained on personnel losses, requisitions, replacement allocations, and promotion decisions.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured a complete decentralized promotion cycle was established.	—	—
2. Verified all decentralized promotions were processed correctly.	—	—
3. Ensured a complete semicentralized promotion cycle was established.	—	—
4. Verified the soldier being considered for a centralized promotion met the eligibility criteria before the HQDA board convened.	—	—
5. Verified all centralized (SFC, MSG, SGM) promotions were processed correctly.	—	—
6. Verified all reductions were processed correctly.	—	—
7. Ensured wartime standards for promotions are performed properly.	—	—

Evaluation Guidance: Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

References

Required	Related
AAA-117	
AAA-347	
AR 600-8-19	
DA FORM 201	
DA FORM 3072-R	
DA FORM 3355	
DA FORM 3357	
DA FORM 4187	

Conduct Soldier Readiness Plan
805C-42A-4031

Conditions: Given the requirement to initiate the Soldier Readiness Program (SRP) and access to AR 600-8-101, FM 12-6, DA Form 5304-R, DD Form 2A, DD Form 93 and SGLV-8286.

Standards:

1. Verify the soldier readiness processing team (SRPT) meets policy requirements and is ready to process soldier administrative needs.
2. Verify the SRPT contains all necessary representatives.
3. Initiate SRP Level 1 basic movement processing to permit soldier participation in planned individual temporary duty (TDY), or in unit movement for training during peacetime.
4. Initiate SRP Level 2 administrative actions to permit deployment of soldiers into combat or on a contingency mission.
5. Initiate SRP Level 3 administrative actions to process other readiness requirements before soldier movement.
6. Initiate SRP Level 4 administrative actions to process deployment area or unique mission requirements before soldier movement.
7. Initiate SRP Level 5 administrative processes to permit soldiers to make a permanent change of station (PCS), or to make the transition from active duty.

Performance Steps

1. Verify the SRPT meets policy requirements and is ready to process soldier administrative needs.
 - a. Verify all soldiers are administratively ready for deployment at all times and incorporates planned checks on the soldier's readiness status.
 - b. Verify administrative deployment processing through required levels one through five operation.
 - c. Verify the SRPT can evaluate an individual soldier's readiness.
 - (1) Verify a soldier's readiness can be checked during in-processing.
 - (2) Verify each soldier's readiness can be evaluated annually as a unit, or as an individual.
 - (3) Verify a soldier's readiness can be checked during out-processing.
 - (4) Verify a soldier's readiness can be checked within 30 days of the actual unit deployment date.
 - (5) Verify the SRPT can check a soldier's readiness within 30 days of departure for extended TDY (90 days or more).
 - d. Verify the SRPT accomplishes the unit and individual annual requirement and 30 days prior to deployment.
 - e. Verify the person in charge of the individual SRPT station has signature approval on all Level 1 and Level 2 administrative actions before granting movement clearance.
 - f. Verify the SRPT or other identified staff can process Reserve Component (RC) soldiers identified for continental United States (CONUS) training within 72 hours of arrival at their CONUS duty station.
 - g. Verify RC soldiers identified for outside the continental United States (OCONUS) training complete their movement requirements before OCONUS deployment.
2. Initiate SRP Level 1 basic movement processing to permit soldier participation in planned individual temporary duty (TDY), or in unit movement for training during peacetime.
 - a. Determine the current unit readiness status by viewing Soldier Readiness or a Unit Readiness Deficiency Report(s).
 - b. Review and determine the necessary personnel requirement actions.
 - (1) Determine a soldier's deployment status.
 - (a) Verify the soldier is not within seven (7) days of the expiration of the service agreement date on the day of actual deployment.
 - (b) Verify the soldier has an approved DA Form 5304-R on file, if required.
 - (2) Review and revise the soldier's SGLV-8286 with current information.

Performance Steps

- (3) Review and revise the soldier's DD Form 93 with current information.
 - (4) Verify each soldier is wearing two identification tags on a metal necklace placed around the neck.
 - (5) Verify the soldier is carrying a current DD Form 2A (ID Card), Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
 - c. Verify each soldier meets the HIV antibody status before deployment.
 - (1) Verify each soldier has a negative HIV test in their medical record that is no older than six months prior to the date of departure.
 - (a) Verify soldiers on PCS to OCONUS (including Alaska, Hawaii, Puerto Rico, Guam and the Virgin Islands) have a negative test on record.
 - (b) Verify soldiers deploying or going TDY OCONUS for longer than 179 days have a negative test on record.
 - (2) Verify soldiers on orders to Ranger, Special Operations Command (SOCOM), soldiers on rotating Cohesion, Operation Readiness, and Training (COHORT) units, or soldiers attending military sponsored education programs have a negative HIV test on record that is no older than six months prior to the report date of new unit.
 - (3) Ensure soldiers scheduled for deployment or for exercises not exceeding 179 days have a negative HIV test on record that is no older than 24 months prior to the date of departure.
 - (4) Ensure soldiers confirmed to be HIV antibody positive are listed as non-deployable.
 - d. Verify soldiers meet dental requirements prior to deployment. Ensure that the soldier's record custodian has a complete dental record for each soldier to include a panoramic x-ray.
3. Initiate SRP Level 2 administrative actions to permit deployment of soldiers into combat or on a contingency mission.
- a. Verify previous SRP administrative actions are complete before initiating Level 2 administrative actions.
 - b. Determine current unit readiness status by directing staff to print a Soldier Readiness or Unit Readiness Deficiency Report(s) and verify requirements through levels one through four, 30 days prior to departure.
 - c. Verify soldiers meet Level 2 Personnel requirements before deployment.
 - (1) Verify there is no deployment for soldiers meeting any of the following conditions:
 - (a) Verify soldiers are not sent to a country in which, or by which, they have been held as Prisoner of War (POW), unless waived by the individual soldier.
 - (b) Verify soldiers who are German aliens are not sent to the Federal Republic of Germany.
 - (c) Verify soldiers who are US/Turkey citizens are not sent to Turkey.
 - (d) Verify soldiers who are former Peace Corps members are not sent to conduct intelligence missions in countries in which they previously worked.
 - (e) Verify soldiers who are sole surviving family members are not sent to areas where normal duties involve actual enemy combat, unless waived by the individual soldier.
 - (2) Verify soldiers meet training requirements before deploying to OCONUS.
 - (a) Ensure a soldier has had 12 weeks of basic training.
 - (b) Ensure a soldier has had advanced military training, or its equivalent.
 - (3) Verify MOS Medical Reclassification Board (MMRB) evaluates any soldier with a 3 or 4 physical profile and declares them deployable.
 - d. Ensure soldiers meet Level 2 Medical Requirements prior to deployment by verifying that no medical readiness deficiencies exist.
 - (1) Ensure no deployment of pregnant soldiers occur OCONUS or with a CONUS to CONUS unit move.
 - (2) Verify that no deployment occurs for soldiers assigned to quarters or to a medical treatment facility (MTF).
 - (3) Verify that no deployment occurs for soldiers without current immunizations.
 - (4) Verify soldiers requiring vision correction have two pairs of eyeglasses, and one pair of protective mask lens inserts, before deployment.

Performance Steps

- (5) Verify soldiers requiring hearing correction have a hearing aid and extra batteries before deployment.
 - (6) Verify that soldiers with special medical conditions are wearing two medical warning tags before deployment.
 - (7) Verify no deployment occurs for soldiers who test HIV positive, or whose last HIV test date is older than 24 months.
 - e. Verify soldiers meet Level 2 security clearance requirements before deployment.
 - (1) Verify soldiers meet the security clearance requirements for their current duty position.
 - (2) Verify soldiers meet the security clearance requirements for their area of deployment, if a clearance is required for that area, or deployment duty.
 - f. Ensure before deployment all soldiers meet Level 2 legal affairs requirements by verifying that each receive a Geneva Convention briefing during their current enlistment/career.
 - g. Ensure all soldiers meet Level 2 training requirements prior to deployment by verifying that each has qualified with individual weapons within the past 12 months.
4. Initiate SRP Level 3 administrative actions to process other readiness requirements before soldier movement.
- a. Verify all previous SRP administrative actions are complete before initiating Level 3 administrative actions.
 - b. Verify that a general officer in command has not waived Level 3 SRP administrative actions.
 - c. Determine the current unit readiness status by directing staff to print a Soldier Readiness or a Unit Readiness Deficiency Report(s).
 - d. Verify soldiers meet Level 3 personnel requirements before deployment.
 - (1) Verify a unit commander has not restricted the movement of soldiers pending discharge, separation, compassionate reassignment, and those under the human reliability program.
 - (2) Verify soldiers submitting an application for, and receiving an approval of, conscientious objector (Class 1-A-O) status are not assigned to duties that normally involve weapon handling.
 - (3) Verify the key portions of each soldier's personnel data base information are current.
 - (a) Verify the military personnel category/code is up-to-date.
 - (b) Verify the dependent data is up-to-date.
 - (c) Verify the marital status is up-to-date.
 - (d) Verify the date of the soldier's last PCS, the date of return from overseas (DROS), or the estimated date of return from overseas (DEROS) is up-to-date.
 - (e) Verify the soldier's regimental affiliation and homebase are up-to-date.
 - (f) Verify the OCONUS preference is up-to-date.
 - (g) Verify the assignment eligibility and availability (AEA) and termination date is current.
 - (h) Verify the current and the last foreign service tour (FST) is up-to-date.
 - (i) Verify the soldier's travel status is up-to-date.
 - (j) Verify the CONUS preference is up-to-date.
 - (k) Verify the soldier's HIV test date is up-to-date.
 - e. Verify soldiers meet the Level 3 SRP Medical requirements before deployment.
 - (1) Verify soldiers receive a medical history screening at the time of deployment.
 - (a) Ensure the soldier completes SF 93.
 - (b) Verify the soldier receives an interview from a physician, physician assistant (PA) or nurse practitioner.
 - (c) Verify the medical records are complete before review by a physician, PA, or nurse practitioner.
 - (2) Verify soldiers are questioned for the existence of Exceptional Family Members, and are referred for screening and enrollment in the Exceptional Family Member Program (EFMP), if appropriate (DA Form 7351-R).
 - f. Verify soldiers meet the Level 3 SRP dental requirements before deployment.
 - (1) Verify soldiers in dental classification 3 or 4 receive complete treatment for pain, trauma or oral infection, or follow-up care, before deployment.

Performance Steps

- (2) Ensure each soldier has a duplicate panographic x-ray on file at the Central Panograph Storage Facility before deployment.
 - g. Verify soldiers meet Level 3 SRP finance requirements before deployment.
 - (1) Verify all soldiers are enrolled in MYPAY.
 - (2) Verify soldiers have the opportunity to initiate or to change allotments prior to movement.
 - h. Verify soldiers meet the Level 3 SRP legal affairs requirements before deployment.
 - (1) Ensure soldiers with pending civil felony charges receive assistance and are not moved as a result of these charges.
 - (2) Ensure that, given the time, each soldier receives power of attorney support.
 - (3) Ensure that, given the time, each soldier receives support to make a Will.
 - (4) Ensure soldiers receive counseling on insurance and other civil matters before deployment.
5. Initiate SRP Level 4 administrative actions to process deployment area or unique mission requirements before soldier movement.
- a. Verify all previous SRP administrative actions are complete before initiating the Level 4 administrative actions.
 - b. Verify a general officer in command has not waived the Level 4 administrative actions.
 - c. Determine the current unit readiness status by directing staff to print a Soldier Readiness or a Unit Readiness Deficiency Report(s).
 - d. Verify soldiers meet Level 4 personnel requirements by processing each for a passport, if one is required in the deployment area.
 - e. Verify soldiers meet Level 4 medical requirements by ensuring that each soldier receives all the immunizations needed in the deployment area.
 - f. Verify soldiers meet Level 4 legal requirements by briefing each on the applicable local laws in the deployment area.
 - g. Verify soldiers meet Level 4 training requirements before deployment.
 - (1) Ensure soldiers receive a terrorist briefing prior to deployment.
 - (2) Ensure family members receive a briefing regarding the soldier's deployment mission and area.
6. Initiate SRP Level 5 administrative processes to permit soldiers to make a PCS or to make the transition from active duty.
- a. Verify all previous SRP administrative actions are complete before initiating Level 5 administrative actions.
 - b. Determine the current unit readiness status by directing staff to print Soldier Readiness or a Unit Readiness Deficiency report(s).
 - c. Verify soldiers meet Level 5 personnel requirements before a PCS or a transition.
 - (1) Ensure that the reassignment requirements are checked in accordance with reassignment processing procedures.
 - (2) Ensure that out-processing is checked in accordance with out-processing procedures.
 - d. Verify soldiers meet Level 5 medical requirements before a PCS or a transition by ensuring that each receives all immunizations required in the geographical area of future assignment.
 - e. Verify soldiers meet Level 5 finance requirements by ensuring that soldiers settle, or arrange for settlement, of their debts prior to PCS or transition.
 - f. Verify soldiers meet Level 5 legal requirements by providing assistance if pending civil or military charges may result in the soldier not complying with PCS orders.
 - g. Verify soldiers meet Level 5 security requirements by ensuring each soldier meets security clearance requirements for their future duty positions, or area of mission or assignment.
 - h. Verify soldiers meet Level 5 provost marshal requirements before a PCS or a transition.
 - (1) Ensure soldiers accomplish any special out-processing.
 - (2) Ensure soldiers have prior registration and storage of privately owned weapons.
 - i. Verify soldiers meet Level 5 training requirements before a PCS or a transition by giving each a mission-oriented briefing.
 - j. Verify soldiers meet Level 5 logistics requirements before a PCS or a transition.

Performance Steps

- (1) Ensure the soldiers coordinate for the proper disposition of household goods.
- (2) Ensure each soldier receives field equipment and clothing.
- k. Verify soldiers meet Level 5 dental requirements by verifying that those transferring to a location lacking a Federal treatment facility achieve Class I dental condition prior to departure.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Verified the SRPT meets policy requirements and is ready to process soldier administrative needs.	—	—
2. Initiated SRP Level 1 basic movement processing to permit soldier participation in planned individual temporary duty (TDY), or in unit movement for training during peacetime.	—	—
3. Initiated SRP Level 2 administrative actions to permit deployment of soldiers into combat or on a contingency mission.	—	—
4. Initiated SRP Level 3 administrative actions to process other readiness requirements before soldier movement.	—	—
5. Initiated SRP Level 4 administrative actions to process deployment area or unique mission requirements before soldier movement.	—	—
6. Initiated SRP Level 5 administrative processes to permit soldiers to make a PCS, or to make the transition from active duty.	—	—

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required	Related
AR 600-8-101	
DD FORM 2A(ACT)	
DD FORM 93	
FM 12-6	
SGLV FORM 8286	

Monitor Manifesting Procedures
805C-42A-4032

Conditions: Given the requirement to monitor manifesting procedures, and FM 55-12 (Movement of Units and Airforce Aircraft).

Standards:

1. Coordinate with the installation transportation office or traffic management for the planning and execution of the physical movement of the unit.
2. Ensure the manifest is properly created, updated, changed, or deleted as needed.
3. Ensure soldier manifest assignments are processed and verify the manifest status.
4. Ensure the soldier manifest assignments are processed and verify the manifest status.
5. Verify the manifest status, as required.

Performance Steps

1. Coordinate with the installation transportation office or traffic management for the planning and execution of the physical movement of the unit.
 - a. Ensure that the air movement operation consist of its two primary phases.
 - (1) Ensure there is a planning phase.
 - (2) Ensure there is a preparation phase.
 - b. Ensure the planning and preparation phases have been divided into five functional areas.
 - (1) Obtain the mission guidance.
 - (2) Obtain the initial planning.
 - (3) Ensure joint planning.
 - (4) Verify preparation for movement.
 - (5) Verify final coordination.
 - c. Ensure the execution phase has been divided into two functional areas.
 - (1) Verify departure airfield operations have been completed.
 - (2) Verify airfield operations have been completed.
 - d. Ensure the resources of the deploying unit are initially under the control of the unit commander and that the transported unit in the preparation of the manifest is providing personnel services during the marshaling and movement planning.
2. Ensure the manifest is properly created, updated, changed or deleted as needed.
 - a. Ensure the manifest is properly created.
 - b. Ensure the manifest is updated, as needed, by chalk number.
 - c. Ensure the manifest narrative has been changed as needed.
3. Verify the origin, destination, manifest carrier type, aircraft type, and chalk number have been assigned after the manifest has been created.
 - a. Ensure the origin has been identified, as needed.
 - b. Ensure the destination has been identified, as needed.
 - c. Ensure the manifest carrier type has been identified, as needed.
 - d. Ensure the aircraft type has been identified, as needed.
 - e. Ensure the chalk number has been assigned, as needed.
4. Ensure the soldiers manifest assignments are processed and verify the manifest status.
 - a. Ensure the soldiers manifest assignment are processed.
 - b. Verify soldiers manifest status.
5. Verify the manifest status, as required.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Coordinated with the installation transportation office or traffic management for the planning and execution of the physical movement of the unit.	—	—
2. Ensured the manifest is properly created, updated, changed or deleted as needed.	—	—
3. Verified the origin, destination, manifest carrier type, aircraft type and chalk number has been assigned after the manifest has been created.	—	—
4. Ensured the soldiers manifest assignments are processed.	—	—
5. Verified the manifest status, as needed.	—	—

Evaluation Guidance: Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

References

Required
FM 55-12

Related

Review Mobilization Procedures
805C-42A-4033

Conditions: Given the requirement to review mobilization procedures and access to:

- a. AR 600-8-101, In and-Out -and Mobilization Processing.
- b. DA Pam 600-72, Army Manpower Mobilization.
- c. Defense Enrollment Eligibility Reporting System (DEERS)/ Random Access Personnel Information Dissemination System (RAPIDS).
- d. DD Form 1934 (Geneva Convention Identity Card) for Medical and Religious Personnel.
- e. DD Form 1172 (Application for Uniformed Services Identification Card Defense Enrollment Eligibility Reporting System (DEERS) Enrollment).
- f. VA Form 29-8286 (Servicemen's Group Life Insurance Election).
- g. DA Form 3955 (Change of Address and Directory Card).
- h. DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel).
- i. DD Form 220 (Active Duty Report).
- j. DA Form 581 (Request for Issue and Turn-In of Ammunition).
- k. DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies).
- l. DA Form 2406 (Material Condition Status Report).
- m. DA Form 2715-R (Unit Status Report).
- n. DA Form 2765-1 (Request for Issue and Turn-In).
- o. DA Form 2970 (Subsistence Report and Field Ration Request).
- p. TD Form IRS W4 (Employee's Withholding Allowance Certificate).
- q. Appropriate agencies required for mobilization processing.
- r. Soldier's personnel, finance and medical records.
- s. Standard Office supplies and equipment.

Standards: Review mobilization procedures to include:

1. Review Phases I through IV of mobilization processing.
2. Review mobilization processing at stations.

Performance Steps

1. Review Phase I (Preparatory) home station (HS) processing for reserve component (RC) units.
 - a. Verify that a mobilization packet is prepared for each soldier with the following documents included.
 - (1) DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces), if applicable.
 - (2) DD Form 1172 (Application for Uniformed Services Identification Card Defense Enrollment Eligibility Reporting System (DEERS) Enrollment).
 - (3) TD Form IRS W4 (Employee's Withholding Allowance Certificate).
 - (4) Marriage certificate with raised certification seal.
 - (5) Birth certificates of family members.
 - (6) DA Form 3955 (Change of Address and Directory Card).
 - (7) DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel).
 - (8) Blank VA Form 29-8286 (Servicemen's Group Life Insurance Election).
 - (9) Family Care Plan if required.
 - b. Verify soldiers are provided with deployment information.
 - c. Verify soldiers mobilization packets are maintained on file.
 - d. Verify legal counseling is provided to soldiers.
 - e. Verify soldiers military personnel records are maintained on file.
 - f. Verify soldiers Personnel Financial Record (PFR) for United States Army Reserve (USAR) and Army National Guard (ARNG) are maintained on file.

Performance Steps

- g. Verify soldiers health records are maintained on file.
 - h. Verify the security clearance roster is annotated with the correct data.
 - i. Verify the appropriate action is taken for soldiers in a non-deployable status.
 - j. Verify soldiers family care plan, if applicable.
 - k. Verify soldiers have proper identification.
 - l. Verify pre-mobilization briefing are conducted.
2. Review Phase II (Alert) HS processing for reserve component (RC) units.
 - a. Verify non-deployable soldiers are transferred to another unit.
 - b. Verify attached soldiers are released and recovered.
 - c. Verify eligible soldiers are promoted.
 - d. Verify unit personnel rosters are prepared.
 - e. Verify soldiers, units, and other activities are furnished copies of activation orders and personnel rosters.
 - f. Verify finance personnel are notified of the unit's activation.
 - g. Verify a soldier reassignment plan is prepared.
 - h. Verify eyeglasses, inserts, and hearing aids are requisitioned, as required.
3. Review Phase III (Mobilization) HS processing.
 - a. Ensure medically disqualified soldiers are identified.
 - b. Ensure soldiers personnel, medical and dental records are updated.
 - c. Ensure the records are distributed to the appropriate personnel sergeant.
 - d. Verify the arrival status of soldiers at the assembly site.
 - e. Ensure DD Form 220 (Active Duty Report) is prepared.
 - f. Ensure identification (ID) card documents are prepared for family members.
 - g. Verify the security clearance roster is updated.
 - h. Ensure claims for soldiers travel from home to the assembly site are prepared.
 - i. Conduct the mobilization briefing.
4. Review Phase IV (Movement to Mobilization Station) HS processing.
 - a. Ensure the advanced party is dispatched to the mobilization station.
 - b. Ensure the advance party arrives at the mobilization station with the following forms and reports:
 - (1) DA Form 581 (Request for Issue and Turn-in of Ammunition).
 - (2) DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies).
 - (3) DA Form 2406 (Material Condition Status Report).
 - (4) DA Form 2715-R (Unit Status Report).
 - (5) DA Form 2765-1 (Request for Issue or Turn-in).
 - (6) DA Form 2970 (Subsistence Report and Field Ration Request).
 - (7) Training outline.
 - (8) Copies of unit mobilization order.
 - (9) Personnel records, PFR, medical and dental records.
 - (10) List of items requiring calibration.
 - (11) Copy of the Modified Table of Organization and Equipment (MTOE)/Tables of Distribution and Allowances (TDA).
 - (12) Appointment order for mobilization purchasing authority, if applicable.
 - (13) Appointment order for class A agent, if applicable.
 - (14) Personnel security clearance roster.
 - (15) Unit manning rosters annotated showing non-MOS qualified, newly accessed nondeployable, and surplus personnel.
 - c. Ensure the movement plan to the mobilization station is executed.
 - d. Report on the unit's arrival at the mobilization station.
5. Review mobilization processing of individual reservists at the Mobilization Station (MS).
 - a. Ensure the soldier's personnel records, PFR, medical and dental records are collected if they are in the soldier's possession.

Performance Steps

- b. Ensure the soldier's personnel records, PFR, medical and dental records are forwarded to the control station.
 - c. Ensure the processing procedures are explained to the soldiers.
 - d. Ensure all soldiers are issued a processing checklist.
 - e. Verify the Army Human Resource System (AHRS) accession transaction is prepared for the soldiers.
 - f. Assist soldiers through soldier readiness processing at the processing activity.
 - g. Ensure soldiers complete all processing requirements by checking the processing checklist.
 - h. Verify the training readiness of each soldier is validated by the training officer/noncommissioned officer (NCO).
 - i. Ensure soldiers are signed out upon reassignment or deployment.
 - j. Ensure departure transactions are prepared when soldiers reassigned or deployed.
 - k. Ensure completed processing checklists are filed appropriately when soldiers are reassigned or deployed.
 - l. Assist soldier in movement, as required.
6. Review mobilization processing at the control station.
- a. Greet soldiers at the control station.
 - b. Conduct the processing orientation at the control station.
 - c. Ensure the processing checklist is issued to all soldiers.
 - d. Ensure the soldier's personnel records, PFR, medical and dental records are collected.
 - e. Ensure the soldier's personnel records, PFR, medical and dental records are distributed to the appropriate processing station.
 - f. Issue unit AHRS rosters to the first sergeant.
 - g. Verify the soldiers' processing by reviewing the processing checklist.
 - h. Verify the soldier's readiness status.
 - i. Make a decision on soldiers not-ready conditions.
 - j. Verify the qualification for the current assignment to direct reassignment.
 - k. Ensure orders are issued to reassign soldiers.
 - l. Follow-up to ensure changes are made in AHRS.
7. Review mobilization processing at the personnel database management station.
- a. Verify the accession data is processed.
 - b. Verify enlisted records briefs (ERBs)/officers record briefs (ORBs) are produced.
 - c. Verify enlisted records briefs (ERBs)/officers record briefs (ORBs) are forwarded to the control station.
 - d. Schedule AHRS cycles.
 - e. Maintain the database.
 - f. Ensure the output of the cycles is distributed to the appropriate agencies.
 - g. Review daily output.
 - h. Monitor error resolution.
 - i. Maintain personnel accountability.
 - j. Coordinate cycle scheduling.
 - k. Zero balance the unit using the final roster.
 - l. Report zero balance data to the first sergeant.
 - m. Verify strength and other AHRS transactions are submitted.
 - n. Report discrepancies to higher authorities.
 - o. Provide technical assistance and analysis, as needed.
 - p. Coordinate with unit commanders for zero balance 96 hours before the unit movement.
 - q. Request/produce AHRS personnel files (PF) and officer master files (OMF).
 - r. Provide copies of the AHRS personnel files (PF) and officer master files (OMF) to the unit first sergeant before movement.
8. Review mobilization processing at the personnel information station.
- a. Verify the AHRS accession transaction processing.
 - b. Perform a quality audit of the ERBs/ORBs.

Performance Steps

- c. Verify the VA Form 8286 for accuracy.
 - d. Verify the DD Form 93 for accuracy.
 - e. Verify the soldier's physical profile.
 - f. Verify the soldier's citizenship status.
 - g. Verify the soldier's previous prisoner (POW) of status.
 - h. Verify the soldier's previous Peace Corps status.
 - i. Verify the soldier's sole surviving son status.
 - j. Verify the soldier's weapons qualification.
 - k. Verify the soldier completed the 12 weeks military training requirement.
 - l. Verify the soldier's (HIV) test date and results.
 - m. Make follow-up appointments to correct soldier readiness deficiencies.
9. Review mobilization processing at the personnel strength management station.
- a. Verify the soldier's military occupational specialty (MOS)/area of concentration (AOC).
 - b. Verify if the soldier missed a promotion.
 - c. Verify the soldier's physical profile.
 - d. Verify the soldier's citizenship status.
 - e. Verify the soldier's previous POW status.
 - f. Verify the soldier's previous Peace Corps status.
 - g. Verify the soldier's sole surviving son status.
 - h. Verify the soldier's weapons qualification.
 - i. Verify the soldier completed the 12 weeks military training requirement.
 - j. Verify the soldier's security clearance.
 - k. Verify the appropriate AHRS update transactions were submitted.
 - l. Make follow-up appointments to correct soldier readiness deficiencies.
10. Review mobilization processing at the finance station.
- a. Verify the soldier is added to the Joint Service Software (JSS) pay system.
 - b. Verify the soldier's basic allowance for quarters (BAQ) and other pay entitlements.
 - c. Verify the soldier's allotments.
 - d. Verify the soldier's PAY.
 - e. Verify the soldier is issued any casual pay authorized.
 - f. Verify the soldier's travel entitlements.
 - g. Make follow-up appointments to correct soldier readiness deficiencies.
11. Review mobilization processing at the DEERS/RAPIDS/ ID card station.
- a. Verify the soldier's DEERS/RAPIDS enrollment.
 - b. Verify the soldier's family members are properly enrolled in DEERS/RAPIDS.
 - c. Verify the soldier has ID tags and medical warning tags, as needed.
 - d. Verify the soldier has an up-to-date ID card.
 - e. Verify the soldier's family members have up-to-date ID cards.
 - f. Make follow-up appointments to correct soldier readiness deficiencies.
12. Review mobilization processing at the medical station
- a. Verify the soldier has a complete medical record.
 - b. Verify the soldier has Human Immune deficiency Virus (HIV) test results.
 - c. Verify the soldier has two ID medical warning tags, if needed.
 - d. Verify the soldier has two pair of eyeglasses, if needed.
 - e. Verify the soldier has protective mask inserts, if needed.
 - f. Verify the soldier has a hearing aid and spare battery, if needed.
 - g. Verify the soldier has all required immunizations.
 - h. Verify the soldier is not in a sick, injured, or pregnant status.
 - i. Verify the soldier's physical profile.
 - j. Verify the soldier had a physical examination.
 - k. Make follow-up appointments to correct soldier readiness deficiencies.

Performance Steps

13. Review mobilization processing at the dental station.
 - a. Verify the soldier has a complete dental record.
 - b. Verify the soldier has pantographic x-rays on file at the Central Pantographic Storage Facility (CPSF).
 - c. Verify the soldier's dental classification.
 - d. Make follow-up appointments to correct soldier readiness deficiencies.
14. Review mobilization processing at the security station.
 - a. Verify the soldier has the appropriate security clearance for is/her primary military occupational specialty (PMOS)/duty military occupational specialty (DMOS)/AOC.
 - b. Make follow-up appointments to correct soldier readiness deficiencies.
15. Review mobilization processing at the Central Issue facility (CIF).
 - a. Verify the soldier is issued the required equipment.
 - b. Verify the soldier signs for the issued equipment.
 - c. Make follow-up appointments to correct soldier readiness deficiencies.
16. Review mobilization processing at Army Community Services station.
 - a. Verify the soldier is assisted as required.
 - b. Verify referrals are made as required.
 - c. Verify the address of the soldier's family.
 - d. Inform the unit first sergeant of any special soldier situations.
17. Review mobilization processing at the legal station.
 - a. Verify the soldier attends a Geneva Convention briefing.
 - b. Verify the soldier's requirement for a will.
 - c. Verify the soldier is provided power of attorney services.
 - d. Verify if the soldier is pending any military charges.
 - e. Verify if the soldier is pending any civilian charges.
 - f. Verify the soldier has an application for the Soldiers and Sailors Relief act processed, if required.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed Phase I (Preparatory) home station (HS) processing for reserve component (RC) units.	—	—
2. Reviewed Phase II (Alert) HS processing for reserve component (RC) units.	—	—
3. Reviewed Phase III (Mobilization) HS processing.	—	—
4. Reviewed Phase IV (Movement to Mobilization Station) HS processing.	—	—
5. Reviewed mobilization processing of individual reservists at the Mobilization Station (MS).	—	—
6. Reviewed mobilization processing at the control station.	—	—
7. Reviewed mobilization processing at the personnel database management station.	—	—
8. Reviewed mobilization processing at the personnel information station.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
9. Reviewed mobilization processing at the personnel strength management station.	—	—
10. Reviewed mobilization processing at the finance station.	—	—
11. Reviewed mobilization processing at the DEERS/RAPIDS/ ID card station.	—	—
12. Reviewed mobilization processing at the medical station	—	—
13. Reviewed mobilization processing at the dental station.	—	—
14. Reviewed mobilization processing at the security station.	—	—
15. Reviewed mobilization processing at the CIF.	—	—
16. Reviewed mobilization processing at ACS.	—	—
17. Reviewed mobilization processing at the legal station.	—	—

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required	Related
AR 600-8-101	
DA FORM 1687	
DA FORM 2406	
DA FORM 2715-R	
DA FORM 2765-1	
DA FORM 3161	
DA FORM 3955	
DA FORM 581	
DA PAM 600-72	
DD FORM 1172	
DD FORM 1934	
DD FORM 2558	
DD FORM 93	
IRS FORM W-4	

Prepare Personnel Estimates

805C-42A-4041

Conditions: Given a requirement to prepare a Personnel Estimate and access to FM 12-6 (Personnel Doctrine), FM 101-5 (Staff Organization and Operations), DA Form 5367-R (Personnel Status Report), Personnel Summary Report (PS Report), Personnel Requirements Report (PRR) and Battle Roster (BR).

Standards: Prepare a Personnel Estimate to include:

1. Identify all reports and information required to prepare and analyze a Personnel Estimate.
2. Identify a problem solving techniques used when preparing a Personnel Estimate.

Performance Steps

1. Verify the reports for the preparation of the Personnel Estimate.
 - a. Verify any previous Personnel Estimates are available for review.
 - b. Verify the reports on personnel information are available for review.
 - (1) Verify the Battle Roster report is available for review.
 - (2) Verify the PS report is available for review.
 - (3) Verify the PRR is available for review.
 - (4) Verify DA Form 5367-R reflects the information in the PS and PRR reports if automated reporting is not available.
2. Review the restated Mission statement.
 - a. Obtain the mission statement from the Commander, operations officer (S3 or G3), or from the Operations Order (OPORD).
 - b. Review the restated mission statement as determine by the commander.
 - c. Enter the restated mission statement in the Mission paragraph of the Personnel Estimate.
3. Prepare the Mission Situation and the Considerations sections of the Personnel Estimate.
 - a. Verify the intelligence information provided to the S1/G1 and add it to the Personnel Estimate.
 - (1) Determine what information to include in the intelligence situation subparagraph.
 - (a) Determine the impact of Current Area of Operation (AO) characteristics on personnel.
 - (b) Identify the strengths and dispositions of the enemy.
 - (c) Determine which enemy capabilities could affect the Mission.
 - (d) Determine which enemy capabilities could affect unit personnel.
 - (2) Prepare the Personnel Estimate subparagraph on the intelligence situation.
 - b. Review the tactical information available from the S3(G3), or from the commander's planning guidance, and add to the Personnel Estimate.
 - (1) Review the present dispositions of major tactical elements for any impact on unit personnel.
 - (2) Review the impact on personnel of possible mission Course of Action Development (COA).
 - (3) Review the projected operations, if known, and other planning factors as required for coordination and integration of the staff estimate.
 - (4) Prepare the Personnel Estimate tactical information subparagraph.
 - c. Review the logistics information available from the S4(G4) and add to the Personnel Estimate.
 - (1) Review the dispositions of logistic units and installations that have an effect on the personnel situation.
 - (2) Review the projected developments within the logistics field that are likely to influence personnel operations.
 - (3) Prepare the Personnel Estimate logistics situation subparagraph.
 - d. Review the Civil/Military Operations (CMO) information available from the CMO officer and add to the Personnel Estimate.
 - (1) Review the present dispositions of civil affairs units and installations that could effect the personnel situation.

Performance Steps

- (2) Review the projected developments within the logistics field that are likely to influence personnel operations.
- (3) Prepare the Personnel Estimate logistics situation subparagraph.
- e. Review the troop preparedness section of the Personnel Estimate.
 - (1) Review the unit personnel strength maintenance information.
 - (a) Review all authorized, assigned, and attached personnel strengths.
 - (b) Review the effects of personnel deployment.
 - (c) Review any reports of personnel losses (both combat and noncombat).
 - (d) Review the reports of personnel gains.
 - (e) Review the reports of critical personnel MOS and skill shortages.
 - (f) Review the projections of personnel gains and losses.
 - (g) Review any local situations that will affect personnel strength.
 - (2) Review the personnel replacement situation.
 - (a) Review reports on any of the following outstanding critical personnel replacement requirements:
 - Weapons system crew.
 - Small unit requirements.
 - (b) Review the status of previous personnel allocation by unit, where allocation is critical to the current situation.
 - (c) Review the present and future location of personnel replacement processing units.
 - (d) Review any information pertinent to receiving personnel replacements.
 - (3) Review any pertinent noncombat personnel matters.
 - (a) Review the impact of prisoners of war (POW) personnel.
 - (b) Review the impact of any non-US force personnel augmentees.
 - (c) Review the impact of any civilian internees or detainees, DA civilians, and other civilians, depending on the local circumstances.
 - (d) Review the availability of noncombat personnel to meet labor requirements.
 - (4) Verify the soldier personnel readiness status.
 - (a) Determine the status of morale and esprit de corps.
 - (b) Review any major influences that could significantly impact unit morale.
 - (c) Review any factors affecting the stability and reliability of individual soldiers, teams, and crews to accomplishing the mission.
 - (d) Review the factors affecting organizational climate, commitment, and cohesion, when appropriate.
 - (5) Review the changes or impacts to service support.
 - (a) Review any changes or problems in soldier support services that impact the combat mission and that require new policies or programs to maintain troop preparedness or to effect the individual soldier's morale and welfare.
 - (b) Review any problem reported in the personnel health services.
 - (c) Review any problem found in the following personnel services:
 - Records.
 - Pay.
 - Orders.
 - Awards.
 - Assignments.
 - Reassignments.
 - Personal affairs.
 - Leaves.
 - Promotions.
 - Other administrative services.
 - (d) Review any problem reported in the personnel legal services.
 - (e) Review any problem reported in the personnel postal services.
 - (f) Review any problems reported in the morale support activities.
 - (g) Review any problem reported with religious services for personnel.
 - (h) Review any problem reported with the public affairs services.

Performance Steps

- (i) Review any problem reported with personnel administrative services.
- (j) Review any problem reported with personnel finance services.
- (k) Review any problems or changes reported with the following personnel logistic support:
 - Personnel equipment.
 - Rations.
 - Clothing/bath/laundry.
- (6) Review the personnel organizational climate.
 - (a) Review the effectiveness of communication within the chain of command.
 - (b) Review the performance and discipline standards.
 - (c) Assess the human relations of unit personnel.
 - (d) Assess the supervision of unit personnel.
 - (e) Review the effects of physical combat stress on unit personnel.
 - (f) Review any other factors influencing personnel readiness.
- (7) Review the soldier's commitment (strength of a soldier's identification with and involvement in, the unit).
 - (a) Review any reports concerning soldier morale.
 - (b) Review any reports concerning soldier motivation.
 - (c) Review any reported soldier confidence problems.
 - (d) Review any reported concerns the soldiers are having with trust.
- (8) Review the cohesion being exhibited by unit personnel.
 - (a) Review any factors that attract and bind soldiers together, produce commitment to the unit, and to accomplishing the mission.
 - (b) Assess reports of the personnel esprit de corps.
 - (c) Assess reports of the unit personnel teamwork.
- (9) Prepare the troop preparedness situation subparagraph.
- f. Prepare the information for the assumption's section of the Personnel Estimate.
 - (1) Verify and identify the assumptions used in previous paragraphs and subparagraphs of the Personnel Estimate.
 - (2) Verify assumptions can be updated once they become fact.
 - (3) Complete the assumptions subparagraph of the Personnel Estimate.
- 4. Analyze each COA for personnel requirements needs and add the information to the Personnel Estimate.
 - a. Verify each part of the Situations and Considerations paragraph is reviewed for its impact on personnel.
 - (1) Review any problem areas in each COA.
 - (2) Review any COA tendency that impacts troop preparedness.
 - (3) Identify any COA deficiencies that impact troop preparedness.
 - b. Complete the COA subparagraph in the Personnel Estimate.
- 5. Review the COA Comparison for any impacts on personnel requirements and add to the Personnel Estimate.
 - a. Evaluate each COA from a personnel standpoint.
 - (1) Review any personnel advantages with respect to accomplishing the mission.
 - (2) Review any personnel deficiencies with respect to accomplishing the mission.
 - (3) Verify and identify the personnel disadvantages of each deficiency with respect to the accomplishment of the mission.
 - (4) Verify and identify the personnel advantages of each COA under consideration.
 - (5) Verify and identify the personnel disadvantages of each COA under consideration.
 - (6) Verify and identify the methods to overcome the personnel deficiencies of each COA.
 - (7) Verify and identify any proposed personnel modifications to each COA.
 - b. Verify the addition of the COA comparison data to the Personnel Estimate.
- 6. Review and analyze all Conclusions for impacts on personnel requirements and make recommendations.

Performance Steps

- a. Verify the formulation of the conclusions.
 - (1) Determine if the Mission can be supported from a personnel standpoint.
 - (2) Determine which COA are best supported from a personnel standpoint.
 - (3) Verify the commander reviews all major personnel deficiencies.
 - (4) Determine which methods can reduce or eliminate the effect of the above deficiencies.
- b. Verify the addition of the Conclusions paragraph to the Personnel Estimate.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Verified the reports for the preparation of the Personnel Estimate.	_____	_____
2. Reviewed the restated Mission statement.	_____	_____
3. Prepared the Mission Situation and the Considerations sections of the Personnel Estimate.	_____	_____
4. Analyzed each COA for personnel requirements needs and add the information to the Personnel Estimate.	_____	_____
5. Reviewed the COA Comparison for any impacts on personnel requirements and add to the Personnel Estimate.	_____	_____
6. Reviewed and analyze all Conclusions for impacts on personnel requirements and made recommendations.	_____	_____

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required

- AAA-252
- DA FORM 5367-R
- FM 101-5
- FM 12-6
- PRR

Related

Manage Casualty System
805C-42A-4042

Conditions: Given a casualty report, AR 600-8-1(Army Casualty Operations/Assistance/Insurance), FM 12-6 (Personnel Doctrine), DA Form 1155, DA Form 1156, DCIPS Forward User Manual, and DD Form 93.

Standards:

1. Ensure that the casualty operations are properly managed at the battalion level.
2. Ensure that the casualty operations are properly managed at the brigade level.
3. Manage casualty operations at the division level.
4. Manage casualty operations in the Personnel Services Battalion (PSB).
5. Manage casualty operations at the Corps level.
6. Manage casualty operations at the theater level.
7. Perform duties assigned by the Casualty Area Commanders (CAC).

Performance Steps

1. Ensure the casualty operations are properly managed at the battalion level.
 - a. Ensure all soldiers and civilians are trained in using DA Forms 1155 and 1156.
 - (1) Verify soldiers and civilians are trained on how to complete DA Forms 1155 and 1156.
 - (2) Verify soldiers and civilians carry a copy of DA Forms 1155 and 1156.
 - b. Ensure the collected DA Forms 1155 and 1156 are sent to the PSB with an information copy to brigade.
 - (1) Verify DA Forms 1155 and 1156 are complete.
 - (2) Ensure DA Forms 1155 and 1156 are dispatched to the PSB.
 - (3) Ensure an information copy of DA Forms 1155 and 1156 is dispatched to the brigade, if applicable.
 - c. Ensure the S1 staff maintains a casualty log.
 - (1) Ensure the S1 establishes procedures for entries into the log.
 - (2) Verify required information is entered correctly.
 - d. Ensure letters of sympathy are produced for the division personnel management center (PMC).
 - (1) Ensure the letters are produced within the proper time frame.
 - (2) Verify the letters are written using appropriate language.
 - (3) Verify the letters contain no spelling errors.
 - (4) Verify all the facts of the casualty are correct.
 - (5) Ensure the letters are dispatched to division PMC.
 - e. Ensure emergency data changes are reported on DD Form 93.
 - (1) Ensure a new, completed form is prepared when there is a change in any one of the items, except a change in the soldier's unit.
 - (2) Verify all required information is complete on the new form.
 - f. Ensure the S1 staff coordinates information with the battalion S4 on mortuary affairs (MA) and the disposition of the soldier's personal effects.
 - (1) Ensure the S4 is provided with disposition of remains information from DD Form 93.
 - (2) Ensure MA is provided with disposition of remains information from DD Form 93.
 - g. Ensure the S1 staff coordinates information with host nation and other service hospitals at the Corps level and above.
 - (1) Verify the S1 staff has identified the appropriate contact person.
 - (2) Verify the S1 staff establishes communication with the appropriate contact person at a host nation and other service hospitals to determine the status of wounded or ill soldiers.
 - (3) Ensure the S1 staff communicates with the appropriate contact person at a host nation on a regular basis to determine final status of wounded or ill soldiers.
 - h. Ensure a status review of individuals missing in action (MIA) is complete, including the special consideration given to the MIA's dependents.
2. Ensure casualty operations are properly managed at the brigade level.

Performance Steps

- a. Ensure all soldiers and civilians are trained in using DA Forms 1155 and 1156 and carry copies.
 - b. Ensure DA Forms 1155 and 1156 are sent to the PSB.
 - (1) Ensure the DA Forms 1155 and 1156 are collected from the battalion.
 - (2) Ensure the brigade personnel verify that DA Forms 1155 and 1156 are complete.
 - (3) Ensure DA Forms 1155 and 1156 are dispatched to the PSB.
 - c. Ensure the casualty reports are dispatched to the PSB.
 - (1) Verify the information in reports retrieved from Army Human Resource System (AHRS) is complete.
 - (2) Ensure the reports are dispatched to the PSB.
 - d. Ensure letters of sympathy are dispatched to the division PMC.
 - (1) Ensure the letters of sympathy are collected.
 - (2) Ensure the format and content of the letters is correct.
 - (3) Ensure the letters are dispatched to the division PMC.
 - e. Ensure emergency data changes are dispatched to the PSB.
 - (1) Ensure the DD Form 93 changes are collected.
 - (2) Ensure the brigade personnel verify that the DD Form 93's are completed correctly.
 - (3) Ensure the DD Form 93's are dispatched to the PSB.
3. Manage casualty operations at the division level.
- a. Ensure all soldiers and civilians are trained in using DA Forms 1155 and 1156 and carry copies.
 - b. Manage line of duty investigations.
 - (1) Collect information about the casualty incident.
 - (2) Provide the commander with all the necessary information about the incident.
 - c. Coordinate information on MA and personal effects disposition with the MA team or platoon augmented to the main and forward support battalions.
 - (1) Establish communication with MA or platoon as appropriate.
 - (2) Dispatch the necessary information about the casualty to the MA.
 - d. Coordinate information on soldiers and civilians separated from their units, wounded in action, or injured not in battle.
 - (1) Establish communication with MA, medical treatment facilities (MTFs), and military police (MP).
 - (2) Maintain communication to determine status updates.
 - e. Dispatch letters of sympathy to the next of kin (NOK) upon confirmation of the individual's status from theater Personnel Command (PERSCOM).
 - (1) Ensure the letter is prepared within the appropriate time limits.
 - (2) Review the contents of the letter for compassion, clarity, accuracy, and completeness.
 - (3) Dispatch letters to the primary next of kin (PNOK) and other appropriate NOK.
4. Manage casualty operations in the PSB.
- a. Verify the casualty reports for the personnel group (Corps AG) are correct.
 - (1) Determine the appropriate type of casualty report.
 - (2) Obtain the necessary information.
 - (3) Ensure the appropriate items in the report are completed.
 - b. Forward the casualty reports electronically to the personnel group (Corps AG).
 - (1) Retrieve the casualty reports.
 - (2) Ensure the information in the report is complete.
 - (3) Dispatch the reports to the personnel group (Corps AG).
 - c. Obtain additional casualty information.
 - (1) Establish communication with unit for all available information.
 - (2) Maintain communication with sources until all information is obtained.
 - d. Submit supplemental casualty reports containing additional information.
 - (1) Verify the name of the casualty.
 - (2) Review the report for completeness and accuracy.

Performance Steps

- (3) Determine if the notifier should return to the NOK to provide an update of information.
 - (4) Submit the report electronically to the CAC.
5. Manage casualty operations at the Corps level.
- a. Establish an immediate data link between the area of operations and PERSCOM for casualty information flow.
 - (1) Train the necessary personnel in setting up the Defense Casualty Information Processing System Forward (DCIPS-FWD).
 - (2) Verify the set-up of DCIPS-FWD is correct.
 - (3) Ensure the software functions properly.
 - (4) Distribute casualty information on the casualty reporting channel to all deploying units.
 - (a) Annotate the casualty reporting procedures and responsibilities.
 - (b) Publish the casualty reporting flow plan.
 - (c) Train the deploying units in using casualty reporting flows.
 - (5) Coordinate with the Corps surgeon to identify the location of the MTFs.
 - (a) Annotate the proposed MTFs.
 - (b) Brief the necessary personnel on the proposed MTFs.
 - (6) Coordinate with PERSCOM to establish a casualty liaison team at each MTF within the sustaining base.
 - (a) Select personnel to serve as casualty liaison team members.
 - (b) Notify the appropriate personnel of the casualty liaison team responsibilities.
 - (7) Ensure a casualty manager from the theater PERSCOM is deployed with the Corps PMC.
 - (a) Identify the PERSCOM casualty manager.
 - (b) Verify the casualty manager is deployed.
 - (8) Establish the casualty management system and casualty network.
 - (a) Identify the established MTFs in the area of operations.
 - (b) Determine the necessary flow of information needs for the casualty management system and casualty network between the various echelons.
 - (c) Develop the casualty management system and the casualty network.
 - (d) Brief the necessary personnel on the newly established casualty management system and the casualty network.
 - (9) Obtain the casualty management system and the personnel casualty network personnel for liaison with MTFs.
 - (a) Determine the number of personnel needed to staff the casualty management system and the personnel casualty network.
 - (b) Select the appropriate personnel.
 - (c) Train newly assigned personnel in their functions and responsibilities as liaisons between the casualty management system and the MTF's.
 - b. Manage the Corps PMC staff actions branch.
 - (1) Determine the location of MTFs in the Corps area of responsibility.
 - (a) Annotate the proposed MTFs.
 - (b) Brief the necessary personnel on the proposed MTFs.
 - (2) Establish a casualty liaison team at each MTF.
 - (a) Determine the number of personnel needed to serve as the casualty liaison team.
 - (b) Select the appropriate personnel.
 - (c) Train the newly assigned personnel on their functions and responsibilities as liaisons.
 - (3) Operate the Corps casualty management network.
 - (a) Maintain all information on casualties.
 - (b) Update the information on casualties as it becomes available.
 - (4) Provide technical direction to the PSBs.
 - (a) Establish communication with the PSBs.
 - (b) Respond promptly to all inquiries from the PSBs.
 - (c) Provide ongoing support to the PSBs.
 - (5) Coordinate information on casualties reported outside their normal reporting chain.
 - (a) Establish communication with the PSBs.

Performance Steps

- (b) Respond promptly to all inquiries from each unit.
- (c) Provide ongoing support to the PSBs.
- (6) Coordinate casualty matters with the G1 and G4 for the non-divisional force.
 - (a) Respond promptly to all inquiries from the non-divisional force.
 - (b) Provide ongoing support to the G1 and G4.
- (7) Validate the information on casualty cases to assist the MA office in identifying remains.
 - (a) Provide the casualty report to the MA office.
 - (b) Review the information on any cases of unidentified remains.
- (8) Coordinate with G4, MTFs, MA, MP, and intelligence activities for information on disposition of remains.
 - (a) Verify information on DD Form 93 is correct.
 - (b) Communicate information to appropriate agency.
- (9) Coordinate with the G4, MTF, MA, MP, and intelligence activities for information on the disposition of personal effects.
 - (a) Verify the information on DD Form 93 is correct.
 - (b) Communicate information to the appropriate agency.
- (10) Coordinate with the G4, MTF, MA, MP, and intelligence activities for other casualty information.
 - (a) Establish communication with all agencies.
 - (b) Provide information to appropriate agencies when requested.
- (11) Process casualty reports.
 - (a) Retrieve the casualty reports from DCIPS.
 - (b) Ensure the information in the report is complete.
 - (c) Dispatch the casualty reports as required.
- (12) Validate the open cases against all potential information sources.
 - (a) Identify open cases.
 - (b) Identify potential information sources such as eyewitnesses, unit commanders, and MTF staff.
 - (c) Conduct interviews with information sources.
 - (d) Determine if the case remains open.
- (13) Prepare the initial and supplemental casualty reports.
 - (a) Obtain the necessary information to prepare initial casualty report.
 - (b) Complete the initial casualty report.
 - (c) Identify the need for a supplemental report.
 - (d) Obtain additional casualty information to prepare the supplemental casualty report.
 - (e) Review the report for completeness and accuracy.
 - (f) Determine if the notifier should return to the NOK to provide new information.
- (14) Submit initial and supplemental casualty reports to the theater PMC.
 - (a) Obtain necessary information to prepare the initial casualty report.
 - (b) Complete the initial casualty report.
 - (c) Identify the need for a supplemental report.
 - (d) Obtain additional casualty information to prepare the supplemental casualty report.
 - (e) Review the report for completeness and accuracy.
 - (f) Submit the report electronically to the appropriate agencies.
- (15) Ensure the patients in the Corps MTF's are reassigned from their original unit to a secondary unit identification code (UIC) through the AHRS for patient accountability.
 - (a) Identify the casualty's originating unit.
 - (b) Verify the casualty is assigned to a compatible unit.
- (16) Provide casualty information to commanders.
 - (a) Prepare the casualty information.
 - (b) Brief the commanders of pertinent casualty information for their units.

6. Manage casualty operations at the theater level.

- a. Deploy a casualty manager with an early increment of the Corps PMC.
 - (1) Identify a qualified individual.

Performance Steps

- (2) Assign the individual to the PMC.
- (3) Prepare to assume theater level casualty management responsibilities from the Corps AG.
 - (a) Identify the procedures for casualty management responsibilities.
 - (b) Train subordinates as required to assist in casualty management responsibilities.
- (4) Prepare to direct the establishment of additional casualty liaison teams (CLT's).
 - (a) Identify the CLT responsibilities.
 - (b) Train CLT members.
- (5) Assume responsibility for the theater's casualty accounting database from the Corps upon arrival in the theater.
 - (a) Identify any improvements needed in automation.
 - (b) Ensure the proper maintenance of casualty records.
 - (c) Ensure the transfer of casualty records to PERSCOM.
- b. Manage the theater personnel services directorate.
 - (1) Operate the theater casualty management network.
 - (a) Maintain all required information on casualties in AHRS.
 - (b) Update information in the database as it becomes available.
 - (2) Synchronize casualty matters between Deputy Chief of Staff, Personnel (DCSPER) and Deputy Chief of Staff for Logistics (DCSLOG).
 - (a) Establish communications with both agencies.
 - (b) Report the need for logistical support in casualty matters to DCSLOG.
 - (c) Report accomplishment of logistical support to both agencies.
 - (3) Assist the J4 joint MA office with identifying remains.
 - (a) Review the information on any cases of unidentified remains.
 - (b) Report the information to the J4 joint MA office.
 - (4) Coordinate the information on disposition of remains.
 - (a) Verify the casualty's emergency information on DD Form 93.
 - (b) Communicate the information on DD Form 93 to appropriate agency.
 - (5) Coordinate memorial affairs.
 - (a) Verify the casualty's emergency information on DD Form 93.
 - (b) Communicate the casualty's emergency information to appropriate agency.
 - (6) Coordinate the information on disposition of personal effects.
 - (a) Verify the casualty's emergency information on DD Form 93.
 - (b) Communicate the casualty's emergency information to the appropriate agency.
 - (7) Coordinate with the J4, MTF's, MA, MP, and intelligence activities for other casualty information.
 - (a) Establish communication with all agencies.
 - (b) Provide information to appropriate agencies when requested.
 - (8) Coordinate on joint casualty matters.
 - (a) Establish communication with appropriate agencies.
 - (b) Provide information to agencies when requested.
 - (9) Verify open cases against all potential information sources.
 - (a) Identify open cases.
 - (b) Identify new information on each case.
 - (c) Compare the new information to the current casualty report.
 - (10) Prepare and forward the initial and supplemental casualty reports to PERSCOM.
 - (a) Obtain the necessary information to prepare initial casualty report.
 - (b) Complete the initial casualty report.
 - (c) Identify the need for a supplemental report.
 - (d) Obtain additional casualty information to prepare the supplemental casualty report.
 - (e) Review the report for completeness and accuracy.
 - (f) Submit the report through the HRIS to the appropriate agencies.
 - (11) Report casualties involving US Army, allied military personnel, US civilians, and military members of sister services.
 - (a) Prepare the initial casualty report.

Performance Steps

- (b) Submit the report to the appropriate agency.
- (12) Validate the status of killed in action (KIA) or MIA before marking the mail for return to sender.
 - (a) Retrieve the records of the individual who is KIA or MIA.
 - (b) Mark mail as appropriate.
- (13) Manage a theater casualty database within the HRIS.
 - (a) Establish the procedures for input and validation of information.
 - (b) Train soldiers on procedures for input and validation of information.
- (14) Manage US Prisoner of War (POW) and MIA cases.
 - (a) Obtain new information.
 - (b) Report to the CAC.
- (15) Prepare to establish a Theater Army Casualty Records Center (TACREC) for casualty report processing if the tactical situation dictates.
 - (a) Identify the procedures for a TACREC.
 - (b) Draft policies and procedures for a TACREC
 - (c) Draft a plan to establish a TACREC.

- 7. Perform duties assigned by the CAC.
 - a. Assignment of a Casualty Assistance Officer (CAO), if requested.
 - (1) Assign CAO.
 - (2) Ensure CAO is trained in duties and responsibilities.
 - b. CAO assists the families with funeral arrangements.
 - (1) Informs the families of burial benefits
 - (2) Contacts the appropriate agencies for the families.
 - c. CAO assists the families with personal effects disposition.
 - (1) Identifies the location where the families want personal effects sent.
 - (2) Verifies the personal effects have been delivered to appropriate location.
 - d. Train soldiers to serve as notification officers or survival assistance officers.
 - (1) Provide guidelines for death or injured notification and survival assistance.
 - (2) Provide assistance as required to notification and assistance officers.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured that the casualty operations were properly managed at the battalion level.	—	—
2. Ensured casualty operations were properly Managed at the brigade level.	—	—
3. Managed casualty operations at the division level.	—	—
4. Managed casualty operations in the PSB.	—	—
5. Managed casualty operations at the Corps level.	—	—
6. Managed casualty operations at the theater level.	—	—
7. Performed duties assigned by the CAC.	—	—

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required

AR 600-8-1
DA FORM 1155
DA FORM 1156
DCIPS FORWARD USER MANUAL
DD FORM 93
FM 12-6

Related

Conduct Replacement Operations

805C-42A-4043

Conditions: Given a requirement to conduct replacement operations and access to:

- a. AR 600-8-111.
- b. FM 12-6.
- c. Standing Operating Procedures (SOP).
- d. Standard office supplies and equipment.

Standards:

1. Conduct replacement operations at the battalion S1 level.
2. Conduct replacement operations at the brigade S1 level.
3. Conduct replacement operations at the division G1 level.
4. Conduct replacement operations at the corps AG level during early deployment stages.
5. Conduct replacement operations at the corps AG/personnel group commander level.

Performance Steps

1. Conduct replacement operations at the battalion S1 level.
 - a. Coordinate battalion orientation requirements.
 - (1) Determine the orientation requirements for the replacements.
 - (2) Ensure the replacements receive orientation.
 - b. Ensure that replacements have essential equipment.
 - (1) Determine the equipment requirements for the replacements
 - (2) Ensure the replacements receive equipment.
 - c. Coordinate equipment requirements with the battalion S4.
 - (1) Request the necessary equipment from the division support command headquarters (DISCOM).
 - (2) Ensure equipment is delivered to the replacements.
 - d. Coordinate meals and lodging requirements for replacements.
 - (1) Determine the requirements for meals and lodging.
 - (2) Request the necessary meals through proper channels.
 - (3) Request the necessary lodging through proper channels.
2. Conduct replacement operations at the brigade S1 level.
 - a. Receive replacements from the division replacement section and coordinate for their logistical support.
 - b. Coordinate with the brigade S4 for transportation to the battalions.
 - (1) Determine the transportation requirements for the replacements.
 - (2) Ensure that the replacements arrived at the battalions successfully.
 - c. Coordinate with the brigade S4 to resolve individual replacement equipment shortages.
 - (1) Determine if any equipment shortages exist.
 - (2) Ensure that the necessary equipment to fill any shortages is ordered.
 - (3) Ensure that the equipment is delivered.
3. Conduct replacement operations at the division G1 level.
 - a. Coordinate with the G4 for replacement transportation to brigade support areas.
 - (1) Determine the transportation requirements for the replacements.
 - (2) Ensure that the replacements arrived at the battalions successfully.
 - b. Maintain contact with theater and corps personnel management centers (PMC's) and supporting corps replacement units.
 - c. Maintain contact with subordinate unit personnel readiness managers.
 - d. Coordinate with medical facilities to ensure adequate support for soldiers returning to duty.
 - (1) Determine what support elements are needed for the replacements.

Performance Steps

- (2) Request the necessary support elements through proper channels.
 - (3) Ensure that the support elements arrived.
 - e. Request additional resources from the corps Personnel Group (PG) to meet unusual replacement support requirements.
 - f. Receive and control replacements.
 - g. Coordinate division orientation requirements.
 - (1) Determine orientation requirements for the replacements.
 - (2) Ensure that the replacements receive orientation.
 - h. Coordinate personal equipment requirements with the division support command.
 - (1) Determine the equipment requirements for the replacements.
 - (2) Request the necessary personal equipment through proper channels.
 - (3) Ensure that the equipment arrived.
 - i. Coordinate meals and lodging support with the division support command.
 - (1) Determine the requirements for meals and lodging.
 - (2) Request the necessary meals through proper local channels.
 - (3) Request the necessary lodging through proper local channels.
 - (4) Ensure that the meals and lodging equipment arrived.
4. Conduct replacement operations at the corps Adjutant General/Personnel Group (AG/PG) level during early deployment stages.
- a. Establish a General Support (GS) replacement capacity at the port of debarkation (POD) as soon as possible.
 - b. Establish a personnel accounting system to record replacement arrivals and departures.
 - (1) Establish a SIDPERS 3 database.
 - (2) Ensure that the personnel accounting information is updated regularly.
 - c. Manage the corps replacement management network.
 - d. Coordinate with the personnel group S3 to determine the Direct Support (DS) replacement unit location.
 - e. Provide technical direction to the corps DS replacement unit.
 - f. Provide assignment fill plans to the DS replacement company for separate brigades and corps and Theater Army Area Command (TAACOM) major subordinate unit (less divisions).
 - g. Coordinate replacement transportation requirements with the corps G4.
 - h. Maintain liaison with the theater PMC and supporting GS replacement company
 - i. Maintain communication with subordinate unit personnel readiness managers.
 - j. Coordinate with the personnel group S3 to augment division replacement sections as necessary
 - k. Coordinate with medical facilities to ensure support for soldiers and civilians returning to duty.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Conducted replacement operations at the battalion S1 level.	—	—
2. Conducted replacement operations at the brigade S1 level.	—	—
3. Conducted replacement operations at the division G1 level.	—	—
4. Conducted replacement operations at the corps AG/PG level during early deployment stages.	—	—

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required

AR 600-8-111

FM 12-6

Related

Manage Wartime Strength Reporting/Accounting System
805C-42A-4044

Conditions: Given a Personnel Summary (PS), Personnel Requirements Report (PRR), duty status changes, documents supporting a soldier's death, Unit Personnel Accountability Report (AAA-162), strength reports, Army Human Resource Information System (AHRIS), FM 12-6, and AR 600-8-6.

- Standards:**
1. Ensure the Wartime Personnel Accounting Strength Reporting (PASR) System is properly managed at the Battalion (BN) level.
 2. Ensure the Wartime PASR System is properly managed at the Brigade (Bde) level.
 3. Ensure the Wartime PASR System is properly managed at the Personnel Support Battalion (PSB) level.
 4. Manage the Wartime PASR System at the Division level.
 5. Manage the Wartime PASR System at the Corps level.

Performance Steps

1. Ensure the Wartime PASR System is managed properly at the BN level.
 - a. Ensure personnel strength information required in the BN's command databases is collected, summarized, analyzed, and reported to include task force personnel.
 - b. Ensure BN personnel enter duty status changes to the BN database and these changes are transmitted using ARHS.
 - (1) Ensure duty status changes are reported.
 - (a) Ensure BN personnel obtain duty status changes from the unit.
 - (b) Ensure BN personnel verify changes and are compared to other source documents.
 - (c) Ensure BN personnel verify the soldiers current duty status code.
 - (d) Ensure the appropriate ARHS transactions are entered into the data base.
 - (2) Ensure BN personnel report the death of a soldier.
 - (a) Ensure BN personnel obtain supporting documents to verify the death.
 - (b) Ensure personnel determine the actual date and time of death from the supporting documents.
 - (c) Ensure personnel process a ARHS loss to the Army transaction.
 - (3) Ensure BN personnel complete a ARHS arrival transaction for each soldier upon arrival to his or her permanent duty station.
 - c. Ensure the PRR and PS reports are completed at least every 24 hours when the manual system is used.
 - d. Ensure BN personnel enter the data for replacement soldiers, return to duty soldiers and Army civilians into the BN database.
 - (1) Ensure BN personnel report assigned or attached soldiers.
 - (a) Ensure BN personnel obtained a copy of the orders from the soldier.
 - (b) Ensure BN personnel enter the appropriate ARHS transaction for assigned and attached soldiers.
 - e. Ensure BN personnel reconcile strength information by comparing the manual personnel strength information to data from ARHS.
 - (1) Ensure personnel identify and resolve discrepancies.
 - (2) Ensure manual personnel strength information is collected.
 - (3) Ensure manual duty status changes collected.
 - (4) Ensure BN personnel collect personnel strength information generated by ARHS.
 - (a) Ensure automated PSs are collected.
 - (b) Ensure the most current UNIT AAA-162 is collected.
 - (5) Ensure BN personnel resolve any discrepancies.
2. Ensure the Wartime PASR System is properly managed at BDE level.
 - a. Ensure the BDE personnel process transactions from subordinate BNs to update the BDE's command database.

Performance Steps

- (1) Ensure the Brigade (BDE) personnel's strength reports are received from subordinate BNs.
 - (2) Ensure the BDE personnel examine the data in the strength reports from BNs for accuracy.
 - (3) Ensure the BDE personnel coordinate with the S1, S3, and S4 to verify the information in the strength reports is accurate.
 - b. Ensure the BDE personnel collect, summarize, and submit personnel strength reports to higher headquarters.
 - (1) Ensure the BDE personnel collect, summarize, and submit the ARHS generated PS.
 - (a) Ensure the ARHS generated PS is collected, summarized, and submitted.
 - (b) Ensure the manual PS is collected, summarized, and submitted.
 - (2) Ensure BDE personnel collect, summarize, and submit the PRR.
 - (a) Ensure the ARHS generated PRR is collected, summarized, and submitted.
 - (b) Ensure the manual PRR is collected, summarized, and submitted.
 - (3) Ensure BDE personnel collect, summarize, and submit the Command and Control Task Force Report.
 - (4) Ensure BDE personnel collect, summarize, and submit the ARHS generated Command and Control Task Force Report.
3. Ensure the Wartime PASR System is properly managed at the PSB level.
 - a. Ensure the PSB manages personnel information for the BNs and the separate units within its area of responsibility.
 - b. Ensure PSB personnel process soldiers who are in a temporary change of station status and deploying to a theater of operations as individual fillers in support of a contingency operation or execution of an OPLAN.
 - (1) Ensure PSB personnel verify transactions for each soldier (departed, arrival attachment or reattachment) are entered into appropriate ARHS database.
 - (2) Ensure PSB personnel maintain a roster for identification and dependence service support on all soldiers deployed in this capacity.
 4. Manage the Wartime PASR System at the Division level.
 - a. Operate the Division PASR network.
 - (1) Obtain the unit strength reports from the subordinate units.
 - (2) Verify personnel strength report data.
 - (a) Verify personnel strength report data against the tactical reports.
 - (b) Verify personnel strength report data against the medical clearing station reports.
 - (c) Verify personnel strength report data against the mortuary affairs reports.
 - (d) Verify personnel strength report data against data from other appropriate agencies.
 - (3) Merge personnel strength report data from subordinate units into the Division database.
 - (4) Produce Division personnel strength reports.
 - b. Maintain and operate a consolidated Division database.
 - (1) Ensure the PS is prepared.
 - (a) Ensure all PS roll ups from subordinate units are obtained.
 - (b) Ensure the PS data from subordinate units is merged.
 - (c) Ensure a Division roll up PS is produced.
 - (2) Ensure the PRR is prepared.
 - (a) Ensure the all roll up PS from subordinate elements are obtained.
 - (b) Ensure the subordinate PS input is merged.
 - (c) Ensure Division roll up is created.
 - (d) Ensure the Division roll up PS to the higher headquarters is submitted.
 - (3) Ensure the Command and Control Task Force Report is prepared.
 - (a) Ensure all roll up PS from subordinate elements are obtained.
 - (b) Ensure all roll up PS from subordinate elements are obtained.
 - (c) Ensure a Division roll up PS is produced.

Performance Steps

- (d) Ensure the BDE roll up to the Division Assistant Chief of Staff, G1 or Adjutant General is transmitted.
- c. Synchronize the timely vertical flow of automated information from the BNs and separate units to the PSB.
 - (1) Synchronize the timely vertical flow of the PS at least daily.
 - (a) Establish the submission times for the manual PS.
 - (b) Ensure the PS is submitted by subordinate units on schedule.
 - (c) Merge the ARHS generated PS at least daily.
 - (d) Submit the PS after merging.
 - (2) Synchronize the timely vertical flow of the PRR at least daily.
 - (a) Ensure the PRR is submitted by subordinate units on schedule.
 - (b) Merge the ARHS generated PS at least daily.
 - (c) Submit the PRR after merging.
 - (3) Synchronize the timely vertical flow of the Command and Control Task Force Report as needed.
 - (a) Ensure the Command and Control Task Force Report is submitted by subordinate units in a timely manner.
 - (b) Roll up the Command and Control Task Force Report.
 - (c) Submit the Command and Control Task Force Report to the higher headquarters.
- 5. Manage the Wartime PASR System at the Corps level.
 - a. Manage the Wartime PASR System at the Corps personnel group level.
 - (1) Establish the PASR system by aligning all arriving units with a supporting PSB.
 - (a) Identify units to arrive at the point of debarkation.
 - (b) Identify civilian, joint, and contractor personnel for manually or in stand-alone automated systems. Establish procedures to report civilian, joint, and contractor personnel. Establish procedures to merge reports into the database at each level. Establish procedures to submit the merged reports to the next higher headquarters.
 - (c) Identify the PSB locations.
 - (d) Establish guidelines for data links with sustaining base/home stations Personnel Information System processing activity.
 - (e) Establish procedures to receive unit strength reports and personnel strength reports. Establish procedures to merge unit strength reports into the database at each level. Establish procedures to submit the merged strength reports to the next higher headquarters.
 - (2) Provide manpower to establish a collection point at the port of debarkation for unit personnel databases.
 - (3) Ensure a PASR manager from the forward deployed theater personnel command or contingency personnel command is deployed with an early Corps Personnel Management Center increment.
 - b. Manage the Wartime PASR System at the Corps personnel readiness management branch level.
 - (1) Manage the corps PASR management network.
 - (2) Maintain a derivative unit identification code to account for inpatients at medical facilities.
 - (a) Establish procedures to remove inpatients from the deploying unit's database.
 - (b) Establish procedures to place inpatients in the unit identification code listing.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured that the Wartime PASR System is managed properly at the BN level.	—	—
2. Ensured that the Wartime PASR System is properly managed at BDE level.	—	—
3. Ensured that the Wartime PASR System is properly managed at the PSB level.	—	—
4. Managed the Wartime PASR System at the Division level.	—	—
5. Managed the Wartime PASR System at the Corps level.	—	—

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required

- AAA-117
- AAA-347
- AR 600-8-19
- DA FORM 201
- DA FORM 3072-R
- DA FORM 3355
- DA FORM 3357
- DA FORM 4187

Related

Manage Demobilization Procedures

805C-42A-4051

Conditions: Given the requirement to manage the demobilization procedures when wartime is over, access to DA Pamphlet 600-72 (Army Manpower Mobilization), soldiers' personnel, finance, and medical records, appropriate manpower and agencies, and standard office supplies and equipment.

Standards:

1. Establish a plan to accomplish demobilization procedures.
2. Ensure that all required processing is completed.
3. Provide a suitable departure ceremony for soldiers.

Performance Steps

1. Establish a plan to accomplish demobilization procedures.
 - a. Plan administrative and personnel demobilization requirements.
 - b. Ensure adequate manpower is available to perform separation tasks.
 - c. Ensure appropriate agencies participating in demobilization are available.
 - d. Ensure demobilization procedures are accomplished within five days.
2. Establish initial receiving procedures for incoming soldiers.
 - a. Meet incoming soldiers upon their arrival to the separation center.
 - b. Assign incoming soldiers to the separation center for command and control purposes.
 - c. Orient incoming soldiers to the separation center layout.
 - d. Inform incoming soldiers of the sequence of events that will take place at the separation center.
 - e. Ensure adequate military personnel are available to accomplish initial receiving procedures.
3. Initiate the records processing of soldiers.
 - a. Determine what needs to be accomplished to close soldiers' active duty records.
 - b. Prepare active duty records for reserve service or use in validating veterans' benefits, as appropriate.
 - c. Ensure adequate military or civilian personnel are available to accomplish records processing procedures.
4. Ensure medical examinations are completed.
 - a. Ensure medical authorities make a tentative determination of soldiers' eligibility for discharge or continued services on active duty (AD) or reserve component (RC) assignments.
 - b. Ensure qualified physicians, preferably civilian physicians, complete medical examinations.
5. Ensure reenlistment counselings are conducted.
 - a. Assist soldiers in making informed decisions on continued Army service on AD or RC.
 - b. Ensure selected soldiers who desire to reenlist meet eligibility requirements.
6. Ensure separation counselings are conducted.
 - a. Ensure soldiers are briefed on job and career planning, civilian living expenses, civilian job-search activities, benefits of college or vocational school, and veterans' benefits.
 - b. Obtain qualified counselors through appropriate channels to conduct briefings.
7. Ensure clothing and equipment turn-in is accomplished.
 - a. Ensure soldiers are provided uniforms for their trip home.
 - b. Ensure reenlisting soldiers retain uniform items needed for future AD or RC assignments.
 - c. Ensure adequate military or civilian personnel are available for clothing and equipment turn-in.
8. Conduct final records reviews.
 - a. Ensure personnel and finance records are properly closed out.
 - b. Ensure adequate military or civilian personnel are available for the final records review.
9. Provide a suitable departure ceremony for soldiers.

Performance Steps

- a. Present final award to departing soldiers if appropriate.
 - b. Ensure a field grade officer presides over awards ceremonies.
10. Ensure final pay and transportation requirements are met for soldiers.
- a. Ensure final pay and transportation is authorized to a final destination.
 - b. Ensure adequate military or civilian personnel are available for the final pay and transportation requirements.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Established a plan to accomplish demobilization procedures.	—	—
2. Established initial receiving procedures for incoming soldiers.	—	—
3. Initiated the records processing of soldiers.	—	—
4. Ensured medical examinations were completed.	—	—
5. Ensured reenlistment counselings were conducted.	—	—
6. Ensured separation counselings were conducted.	—	—
7. Ensured clothing and equipment turn-in was accomplished.	—	—
8. Conducted final records reviews.	—	—
9. Provided a suitable departure ceremony for soldiers.	—	—
10. Ensured final pay and transportation requirements were met for soldiers.	—	—

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required
DA PAM 600-72

Related

Manage Personnel Replacement Operations
805C-42B-0003

Conditions: Given a requirement to manage personnel replacement operations at Division and Corps levels and access to Standard Operating Procedures (SOP), FM 12-6 and AR 600-8-111.

Standards: Manage personnel replacements at the Division G1 level and Corps AG/personnel group levels to include preparation for replacement activities during early deployment, establishing replacement operations and procedures, and operating replacement activities in a mature theater.

Performance Steps

1. Manage Wartime Personnel Replacements at the Division G1 level.
 - a. Prepare for replacement activities during the early deployment period.
 - (1) Establish rear and forward replacement operations as soon as possible to manage replacement flow.
 - (a) Identified possible locations.
 - (b) Provided an SOP to assigned personnel to implement replacement operations.
 - (2) Establish the personnel accounting system to record replacement arrivals and departures.
 - b. Manage replacement activities in the mature theater.
 - (1) Coordinate with the G4 for replacement transportation to brigade support areas.
 - (a) Identify the number of replacements to be moved.
 - (b) Identify the destination of the replacements.
 - (2) Coordinate with theater and corps personnel management centers (PMCs) and supporting Corps replacement units.
 - (a) Determine available independent replacement management systems (i.e. ROAMS, MS Access).
 - (b) Select and implement a system.
 - (c) Ensure access to the system by PMCs and supporting Corps replacement units.
 - (3) Coordinate with subordinate unit personnel readiness managers.
 - (a) Ensure replacement arrival and departure information is maintained on the selected independent replacement system (i.e. ROAMS, MS Access).
 - (b) Ensure access to the system by subordinate unit personnel readiness managers.
 - (4) Coordinate with medical facilities to ensure adequate support for soldiers returning to duty.
 - (a) Establish contact with medical facilities to identify return-to-duty (RTD) soldiers who will be released.
 - (b) Maintain information on RTD soldiers on the independent replacement system (i.e. ROAMS, MS Access).
 - (c) Follow up to ensure RTD soldiers are properly assigned.
 - (5) Request additional resources from the Corps personnel group (Pers Gp) to meet special replacement support requirements.
 - (a) Coordinate with subordinate managers to identify special replacement support requirements.
 - (b) Coordinate with the division support command headquarters (DISCOM) on the special requirements.
 - (6) Receive and control replacements.
 - (a) Determine the number of replacements shipped.
 - (b) Receive replacements.
 - (c) Coordinate with HHC on billeting requirements.
 - (d) Coordinate with the DISCOM Support Operations on feeding and equipment requirements.
 - (e) Coordinate with the G4 and DISCOM on transportation requirements.
 - (7) Coordinate division orientation requirements.
 - (a) Determine the orientation requirements for the replacements.

Performance Steps

- (b) Request assistance from the G3.
 - (8) Coordinate personal equipment requirements with the division support command.
 - (a) Determine the equipment requirements for the replacements.
 - (b) Request the necessary equipment from the DISCOM support Operations.
 - (c) Ensure equipment is delivered to the replacements.
 - (9) Obtain subsistence and lodging support from the division support command.
 - (a) Determine the requirements for subsistence and lodging.
 - (b) Request the necessary subsistence from DISCOM Support Operations.
 - (c) Request the necessary lodging from DISCOM.
2. Manage wartime replacement activities at the Corps level.
- a. Manage wartime replacement activities at the Corps AG level.
 - (1) Establish a GS replacement capacity at the point of debarkation (POD) as soon as possible to manage replacement flow.
 - (a) Identify possible locations.
 - (b) Provide assigned personnel with an SOP to implement replacement flow procedures.
 - (2) Establish rear and forward replacement operations as soon as possible.
 - (a) Identify possible locations.
 - (b) Provide assigned personnel with an SOP to implement replacement operations.
 - (3) Establish the personnel accounting system to record replacement arrivals and departures.
 - b. Manage wartime replacement activities at the Corps personnel group level.
 - (1) Manage the Corps replacement management network.
 - (a) Establish procedures for the proper flow of information between elements in the network.
 - (b) Ensure information is input to the network on all replacement arrivals and departures.
 - (c) Coordinate with medical facilities, military police, and other agencies to ensure information on return-to-duty personnel is processed into the system.
 - (2) Coordinate with the personnel group S3 to determine the DS replacement unit location.
 - (a) Identify possible locations.
 - (b) Ensure the replacement unit is established once the location is selected.
 - (3) Provide technical direction to the Corps DS replacement unit.
 - (4) Provide assignment fill plans to the DS replacement company for separate brigades and Corps/theater Army area command (TAACOM) major subordinate unit (less divisions).
 - (a) Obtain requirements from subordinate units.
 - (b) Establish fill plans based on the requirements and the number of replacements.
 - (5) Coordinate replacement transportation requirements with the Corps G4.
 - (a) Identify the number of replacements.
 - (b) Identify the destinations of the replacements.
 - (c) Define the estimated time of arrival (ETA) of replacements.
 - (6) Maintain liaison with the theater PMC and supporting GS replacement company.
 - (a) Ensure the supporting GS replacement company maintains real time arrival and departure data on replacements.
 - (b) Ensure the theater PMC has access to the supporting GS replacement company's data base system.
 - (7) Maintain communication with subordinate unit personnel readiness managers.
 - (a) Obtain critical requirements from readiness managers.
 - (b) Obtain critical requirements from readiness managers.
 - (c) Obtain all arrival and departure data affecting critical and special requirements.
 - (8) Coordinate with the Pers Gp S3 to augment division replacement sections as necessary.
 - (a) Determine training and logistical requirements for replacements.
 - (b) Advise the Pers Gp of the requirements.
 - (c) Assist the Pers Gp in scheduling training to resolve deficiencies.
 - (9) Coordinate with medical facilities to ensure support for soldiers and civilians returning to duty.
 - (a) Identify potential RTD personnel.

Performance Steps

- (b) Review requirements in terms of the RTDs.
- (c) Coordinate with the DISCOM, G1, G3, and G4 as necessary to fill the requirements

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the officer performs the task on the job. Allow the officer to practice until the officer feels qualified and prepared for the evaluation. Then have the officer perform the task, using the materials listed in the CONDITIONS statement above. Score the officer "PASS" or "FAIL" as determined by the performance.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Correctly managed Wartime Personnel Replacements at the Division G1 level.	—	—
2. Correctly managed wartime replacement activities at the Corps level.	—	—

Evaluation Guidance: Score the soldier GO if the soldier passes (P) all applicable performance measures. Score NO GO if the soldier fails (F) any performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty (show what was done wrong and how to do it correctly). Direct self study or SOJT should the soldier experience major problems with task performance.

References

Required
 AR 600-8-111
 FM 12-6

Related

Review Processing of Enlisted Distribution Assignment
805C-42B-0006

Conditions: Given special situations including information extracted from a soldier's Enlisted Records Brief (ERB), and extracts of AR 600-8-11, AR 614-200, DA Form 4036R, Da Form 4787, DA Form 5117-R, DA form 5118-R, DA Form 3739, DA Form 268, DA Form3349, DA Form 2339, DA Form3340, DD Form 1610 and standard office supplies and equipment.

Standards: Review the processing of the Enlisted Distribution Assignment System (EDAS) to include the following:

1. Review the initial screening of the EDAS cycle.
2. Review Reassignment Briefing and Individual Interview.
3. Review Management of Open Deletion/Deferment cases.

Performance Steps

1. Ensured the EDAS cycle is screened.
 - a. Verify a weekly EDAS cycle is received from the Personnel Automation Section (PAS).
 - b. Ensure reassignment file for each soldier on the current EDAS cycle is complete.
 - (1) Verify there are copies of all reassignment forms and documents.
 - (a) Verify DA Form 4036-R is included if soldier is being assigned overseas.
 - (b) Verify DA Form 4787-R is included if soldier is being assigned overseas.
 - (c) Verify DA Form 5117-R is included to monitor the soldier through the reassignment process.
 - (d) Verify copies of any reclassification, medical examination board, physical evaluation board, or physical evaluation board actions that relate directly to the reassignment action and documents qualifying the soldier for permanent change of station (PCS) movement, deletion or deferment are included.
 - (2) Verify blocks 1 through 15 of DA Form 5118-R are complete.
 - (a) Verify the soldier's name is in Block 1.
 - (b) Verify the soldier's SSN is in Block 2.
 - (c) Verify the soldier's grade is in Block 3.
 - (d) Verify the soldier's Primary Military Occupational Specialty (PMOS) is in Block 4.
 - (e) Verify the soldier's additional skill identifier (ASI) is in Block 5.
 - (f) Verify the soldier's control language is in Block 6.
 - (g) Verify the soldier's current unit is in Block 7.
 - (h) Verify the soldier's current unit processing code (UPC) is in Block 8.
 - (i) Verify the soldier's gaining unit is in Block 9.
 - (j) Verify the soldier's EDAS Cycle number is in Block 10.
 - (k) Verify the date in Block 11.
 - (l) Verify the arrival date is in Block 12.
 - (m) Verify the soldier's AI Military Occupational Specialty (MOS) is in Block 13.
 - (n) Verify the AI ASI is in Block 14.
 - (o) Verify the AI language is in Block 15.
 - c. Verify all soldiers identified for a Special Management Command (SMC) assignments meet all requirements. Ensure each soldier is processed using the DA Form 5118-R.
 - (1) Verify the appropriate boxes (yes, no, N/A) in questions 17 through 27 in Section B - General Eligibility Status - are checked.
 - (2) Verify the appropriate boxes (yes, no, N/A) in questions 28 through 34 in Section C - Time in Service Requirements Status are checked.

Performance Steps

- d. Ensure ineligible soldiers have been identified.
 - e. Ensure deferment/deletion tasks have been initiated for ineligible soldiers.
 - f. Ensure DA Form 5118-R for eligible soldiers has been forwarded to their battalion for completion of Part II, III, & IV of the form.
 - g. Verify Sections II, III & IV of DA Form 5118-R from PERSCOM are completed by BNS1.
 - h. Ensure the eligible soldiers that require special handling procedures for processing are identified.
 - i. Ensure the appropriate tasks for soldiers that require special handling are initiated.
 - j. Ensure eligible soldiers who must acquire additional service time for reassignment are identified.
 - k. Ensure the tasks for additional service remaining requirements are initiated.
 - l. Ensure there is a copy of a completed DA Form 5118-R placed in soldier's reassignment file.
 - m. Ensure there is the appropriate label for the MPRJ.
 - n. Ensure the reassignment MPRJ distinctive label to the Personnel Information Work Center is forwarded.
2. Verify the reassignment notification for eligible soldiers is prepared correctly.
- a. Ensure there are four completed copies of the Reassignment Notification Memorandum for the soldier completing DA Form 5118-R, Part III.
 - b. Ensure any special processing requirements are annotated during initial screening of the assignment by Military Personnel Division (MPD) or Personnel Services Battalion (PSB).
 - c. Ensure the interview date is established and this date is on the Reassignment Notification Memorandum.
 - d. Ensure a copy of DA Form 5118-R, Parts IV-VII, is attached to the Reassignment Notification Memorandum.
 - e. Ensure a copy of the "Handout for Personnel Assignment DA Directed Schooling in Conjunction with PCS" to Reassignment Notification Memorandum is attached, if the soldier requires temporary duty (TDY) schooling.
 - f. Ensure the Reassignment Notification Memorandum original, two copies, and enclosures are forwarded to Battalion (BNS1) for action.
 - g. Ensure an additional copy of the Reassignment Notification Memorandum is forwarded to the Retention and Transition Work Center (if soldier does not have enough remaining service to meet the requirements for reassignment).
 - h. Ensure a copy of the Reassignment Notification Memorandum is placed in the soldier's reassignment file.
 - i. Ensure the Reassignment Notification Memorandum 1st End from Battalion S1 to Commander, PSB and DA Form 5118-R to identify any disqualification when received from BNS1.
 - j. Verify a deletion or deferment task is initiated if the Reassignment Notification Memorandum 1st End from Battalion S1 to Commander, PSB and DA Form 5118-R reveal any disqualifications.
 - k. Ensure any special processing requirements such as Exceptional Family Member Program (EFMP), Homebase Advance Assignment Program (HAAP), and married Army couples are identified.
3. Compare Part 1 of a soldier's DA Form 5118-R to the soldier's MPRJ and to the computer generated form that contains the soldier's personal information. Ensure that all normal and special eligibility requirements for reassignment are met.
- a. Ensure Part 1 - Military Personnel Division/Personnel Service Company - is accurate.
 - (1) Verify the soldier's name is entered in Block 1.
 - (2) Verify the soldier's SSN is entered in Block 2.
 - (3) Verify the soldier's grade is entered in Block 3.
 - (4) Verify the soldier's PMOS is entered in Block 4.
 - (5) Verify the soldier's ASI is entered in Block 5.
 - (6) Verify the soldier's control language is entered in Block 6.
 - (7) Verify the soldier's current unit is entered in Block 7.

Performance Steps

- (8) Verify the soldier's current UPC is entered in Block 8.
 - (9) Verify the name of the soldier's gaining unit is entered in Block 9.
 - (10) Verify the soldier's EDAS Cycle number is entered in Block 10.
 - (11) Verify the current date is entered in Block 11.
 - (12) Verify the soldier's arrival date is entered in Block 12.
 - (13) Verify the soldier's A1 MOS is entered in Block 13.
 - (14) Verify the soldier's A1 ASI is entered in Block 14.
 - (15) Verify the soldier's A1 language is entered in Block 15.
 - b. Ensure Section A - Special Management Command Status - is completed by comparing the check mark in the "yes," "no," or "N/A" box in Block 16 to the Reassignment Eligibility rules.
 - c. Ensure Section B - General Eligibility Status - is completed.
 - (1) Compare the check mark in the "yes," "no," or "N/A" box in Block 17 to the Reassignment Eligibility rules.
 - (2) Compare the check mark in the "yes," "no," or "N/A" box in Block 18 to the Reassignment Eligibility rules.
 - (3) Compare the check mark in the "yes," "no," or "N/A" box in Block 19 to the Reassignment Eligibility rules.
 - (4) Compare the check mark in the "yes," "no," or "N/A" box in Block 20 to the Reassignment Eligibility rules.
 - (5) Compare the check mark in the "yes," "no," or "N/A" box in Block 21 to the Reassignment Eligibility rules.
 - (6) Compare the check mark in the "yes," "no," or "N/A" box in Block 22 to the Reassignment Eligibility rules.
 - (7) Compare the check mark in the "yes," "no," or "N/A" box in Block 23 to the Reassignment Eligibility rules.
 - (8) Compare the check mark in the "yes," "no," or "N/A" box in Block 24 to the Reassignment Eligibility rules.
 - (9) Compare the check mark in the "yes," "no," or "N/A" box in Block 25 to the Reassignment Eligibility rules.
 - (10) Compare the check mark in the "yes," "no," or "N/A" box in Block 26 to the Reassignment Eligibility rules.
 - (11) Compare the check mark in the "yes," "no," or "N/A" box in Block 27 to the Reassignment Eligibility rules.
 - d. Ensure Section C - Time in Service Requirements Status - is completed.
 - (1) Compare the check mark in the "yes," "no," or "N/A" box in Block 28 to the Reassignment Eligibility rules.
 - (2) Compare the check mark in the "yes," "no," or "N/A" box in Block 29 to the Reassignment Eligibility rules.
 - (3) Compare the check mark in the "yes," "no," or "N/A" box in Block 30 to the Reassignment Eligibility rules.
 - (4) Compare the check mark in the "yes," "no," or "N/A" box in Block 31 to the Reassignment Eligibility rules.
 - (5) Compare the check mark in the "yes," "no," or "N/A" box in Block 32 to the Reassignment Eligibility rules.
 - (6) Compare the check mark in the "yes," "no," or "N/A" box in Block 33 to the Reassignment Eligibility rules.
 - (7) Compare the check mark in the "yes," "no," or "N/A" box in Block 34 to the Reassignment Eligibility rules.
4. Ensure all deletions/deferments request meet the prescribed criteria outlined in the regulation.
- a. Ensure DA Form 5118-R is complete.
 - (1) Ensure Part 1 - Military Personnel Division/Personnel Service Company - is accurate.
 - (a) Verify the soldier's name is entered in Block 1.
 - (b) Verify the soldier's SSN is entered in Block 2.
 - (c) Verify the soldier's grade is entered in Block 3.

Performance Steps

- (d) Verify the soldier's PMOS is entered in Block 4.
 - (e) Verify the soldier's ASI is entered in Block 5.
 - (f) Verify the soldier's control language is entered in Block 6.
 - (g) Verify the soldier's current unit is entered in Block 7.
 - (h) Verify the soldier's current UPC is entered in Block 8.
 - (i) Verify the name of the soldier's gaining unit is entered in Block 9.
 - (j) Verify the soldier's EDAS Cycle number is entered in Block 10.
 - (k) Verify the current date is entered in Block 11.
 - (l) Verify the soldier's arrival date is entered in Block 12.
 - (m) Verify the soldier's A1 MOS is entered in Block 13.
 - (n) Verify the soldier's A1 ASI is entered in Block 14.
 - (o) Verify the soldier's A1 language is entered in Block 15.
- (2) Ensure Section A - Special Management Command Status - is completed.
- (a) Compare the check mark in the "yes," "no," or "N/A" box in Block 16 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (3) Ensure that Section B - General Eligibility Status - is completed.
- (a) Compare the check mark in the "yes," "no," or "N/A" box in Block 16 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (b) Compare the check mark in the "yes," "no," or "N/A" box in Block 17 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (c) Compare the check mark in the "yes," "no," or "N/A" box in Block 18 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (d) Compare the check mark in the "yes," "no," or "N/A" box in Block 19 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (e) Compare the check mark in the "yes," "no," or "N/A" box in Block 20 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (f) Compare the check mark in the "yes," "no," or "N/A" box in Block 21 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (g) Compare the check mark in the "yes," "no," or "N/A" box in Block 22 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (h) Compare the check mark in the "yes," "no," or "N/A" box in Block 23 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (i) Compare the check mark in the "yes," "no," or "N/A" box in Block 24 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (j) Compare the check mark in the "yes," "no," or "N/A" box in Block 25 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (k) Compare the check mark in the "yes," "no," or "N/A" box in Block 27 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (4) Ensure Section C - Time in Service Requirements Status - is complete.
- (a) Compare the check mark in the "yes," "no," or "N/A" box in Block 28 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.

Performance Steps

- (b) Compare the check mark in the "yes," "no," or "N/A" box in Block 29 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (c) Compare the check mark in the "yes," "no," or "N/A" box in Block 30 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (d) Compare the check mark in the "yes," "no," or "N/A" box in Block 31 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (e) Compare the check mark in the "yes," "no," or "N/A" box in Block 32 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (f) Compare the check mark in the "yes," "no," or "N/A" box in Block 33 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (g) Compare the check mark in the "yes," "no," or "N/A" box in Block 34 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (h) Review Block 35 for remarks to determine if soldier requires a deletion or deferment.
 - (i) Review Block 36a for the reassignment clerk's signature.
 - (j) Review Block 36b for the date.
- (5) Ensure Section D - Duty Status - is complete.
- (a) Compare the check mark in the "yes," "no," or "N/A" box in Block 37 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (b) Compare the check mark in the "yes," "no," or "N/A" box in Block 38 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (c) Compare the check mark in the "yes," "no," or "N/A" box in Block 39 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (d) Compare the check mark in the "yes," "no," or "N/A" box in Block 40 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (e) Compare the check mark in the "yes," "no," or "N/A" box in Block 41 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (f) Compare the check mark in the "yes," "no," or "N/A" box in Block 42 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (g) Compare the check mark in the "yes," "no," or "N/A" box in Block 43 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (h) Compare the check mark in the "yes," "no," or "N/A" box in Block 44 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (6) Ensure Section E - Pending Action Status - is complete.
- (a) Compare the check mark in the "yes," "no," or "N/A" box in Block 45 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (b) Compare the check mark in the "yes," "no," or "N/A" box in Block 46 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.

Performance Steps

- (c) Compare the check mark in the "yes," "no," or "N/A" box in Block 47 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (d) Compare the check mark in the "yes," "no," or "N/A" box in Block 48 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (e) Compare the check mark in the "yes," "no," or "N/A" box in Block 49 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (f) Compare the check mark in the "yes," "no," or "N/A" box in Block 50 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (g) Compare the check mark in the "yes," "no," or "N/A" box in Block 51 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (h) Compare the check mark in the "yes," "no," or "N/A" box in Block 52 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (i) Compare the check mark in the "yes," "no," or "N/A" box in Block 53 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (j) Review Block 54 - Remarks - to determine if soldier requires a deletion or deferment.
- (k) Review Block 55a to ensure there is a signature from Battalion S1.
- (l) Review Block 55b to ensure there is a date.
- (7) Ensure Section F - Personal Status - is complete.
 - (a) Compare the check mark in the "yes," "no," or "N/A" box in Block 56 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (b) Compare the check mark in the "yes," "no," or "N/A" box in Block 57 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (c) Compare the check mark in the "yes," "no," or "N/A" box in Block 58 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (d) Compare the check mark in the "yes," "no," or "N/A" box in Block 59 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (e) Compare the check mark in the "yes," "no," or "N/A" box in Block 60 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (f) Compare the check mark in the "yes," "no," or "N/A" box in Block 61 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (g) Compare the check mark in the "yes," "no," or "N/A" box in Block 62 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (h) Compare the check mark in the "yes," "no," or "N/A" box in Block 63 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- (8) Ensure Section G - To and From OCONUS Status - is complete.
 - (a) Compare the check mark in the "yes," "no," or "N/A" box in Block 64 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.

Performance Steps

- (b) Compare the check mark in the "yes," "no," or "N/A" box in Block 65 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (c) Compare the check mark in the "yes," "no," or "N/A" box in Block 66 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (d) Compare the check mark in the "yes," "no," or "N/A" box in Block 67 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (e) Compare the check mark in the "yes," "no," or "N/A" box in Block 68 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (f) Compare the check mark in the "yes," "no," or "N/A" box in Block 69 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (g) Compare the check mark in the "yes," "no," or "N/A" box in Block 70 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
 - (h) Compare the check mark in the "yes," "no," or "N/A" box in Block 71 to Table 2-1, Reassignment Eligibility rules, to determine if soldier requires a deletion or deferment.
- b. Ensure all supporting documentation accompanies DA Form 5118-R.
 - (1) Verify there is the appropriate Reassignment Notification Memorandum.
 - (2) Verify there is a DA Form 3739, if applicable.
 - (3) Verify there is a DA Form 4187, if applicable.
 - (4) Verify there is a DA Form 268, if applicable.
 - (5) Verify there is a DA Form 3349, if applicable.
 - (6) Verify there is a DA Form 2339, if applicable.
 - (7) Verify there is a DA Form 3340-R, if applicable.
- 5. Ensure all departure documents are prepared and processed.
 - a. Verify there are Permanent Change Station (PCS) orders attached.
 - b. Verify there is a completed DD Form 1610 attached, if applicable.
 - c. Verify there is a Memorandum for authorization for travel at government expense, if applicable.
 - d. Verify there is a nonconcurrent family travel authorization, if applicable.
 - e. Verify there is a passport, if applicable.
 - 6. Ensure a date of loss (DLOS) transaction has been prepared.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the officer performs the task on the job. Allow the officer to practice until the officer feels qualified and prepared for the evaluation. Then have the officer perform the task, using the materials listed in the CONDITIONS statement above. Score the officer "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Verified the EDAS cycle was screened.	_____	_____
2. Verified the reassignment notification for eligible soldiers is prepared correctly.	_____	_____
3. Compared Part 1 of a soldier's DA Form 5118-R to the soldier's MPRJ and ERB to ensure all normal and special eligibility requirements for reassignment are met.	_____	_____
4. Ensured all deletions/deferments request met the criteria outlined in the regulation.	_____	_____

Performance Measures

5. Ensured all departure documents are prepared and processed.

GO **NO GO**

— —

6. Ensured a date of loss (DLOS) transaction has been prepared correctly.

— —

Evaluation Guidance: Score the soldier GO if the soldier passes (P) all applicable performance measures. Score NO GO if the soldier fails (F) any performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty (show what was done wrong and how to do it correctly). Direct self study or SOJT should the soldier experience major problems with task performance.

References**Required**

AR 600-8-105

AR 600-8-11

AR 614-30

DA FORM 4036-R

DA FORM 4787-R

DA FORM 5117-R

DA FORM 5118-R

Related

Manage the Enlisted Reclassification Program
805C-42B-0008

Conditions: Given a requirement to manage the enlisted reclassification program and access to AR 600-200, AR 611-201, AR 614-200, DA PAM 611-21, Enlisted Records Brief (ERB) and DA Form 4187-E.

Standards: Manage the enlisted reclassification program to include identify basic concepts and guidelines for awarding a Primary Military Occupational Speciality (PMOS) and Secondary Military Occupational Speciality (SMOS) and determine eligibility for reclassification.

Performance Steps

1. Determine if the request for reclassification is initiated at the soldier's request, or is mandated by the DA or a medical screening board.
 - a. Read the reclassification action request documented on a DA Form 4187-E.
 - (1) Verify the soldier meets the eligibility criteria in Item 4-i.
 - (2) Verify the soldier's signature and the date are written in Item 6.
 - (3) Verify the soldier's commander has approved the request in Item 7.
 - (4) Verify the commander's signature is written in Item 9.
 - b. Read the soldier's request for reclassification action and verify that one of the following conditions exists.
 - (1) Verify the soldier's MOS no longer exists on the DA PERSCOM Reenlistment/Reclassification In-Out Call Message.
 - (2) Verify the soldier is no longer physically capable of working in the MOS based on the qualification data listed in Section A the ERB.
 - (3) Verify there is an erroneous award entry on the soldier's ERB.
 - (4) Verify disciplinary action taken under the Uniform Code of Military Justices (UCMJ) adversely affects the soldier's qualification in the MOS based on the qualification data.
 - (5) Verify the soldier cannot satisfactorily perform the duties of his or her MOS.
 - (6) Verify the soldier has been appointed to or reduced to a rank that is not in line with or authorized for the soldier's Primary Military Occupational Specialty (PMOS) based on the qualification data listed in Section A of the ERB.
 - (7) Verify the Commanding General (CG) PERSCOM has directed the withdrawal of the PMOS.

2. Determine if the request for classification is initiated at the soldier's request, or is mandated by the DA or a medical screening board.
 - a. Read the request for reclassification action documented on a DA Form 4187-E.
 - (1) Verify the soldier meets the eligibility criteria in Item 4-i.
 - (2) Verify the soldier's signature and the date are written in Item 6.
 - (3) Verify the soldier's commander has approved the request in Item 7.
 - (4) Verify the commander's signature is written in Item 9.
 - b. Read the soldier's request for classification action and verify that one of the following conditions exists.
 - (1) Verify the soldier's MOS no longer exists on the DA PERSCOM Reenlistment/Reclassification In-Out Call Message.
 - (2) Verify the soldier is no longer physically capable of working in the MOS based on the qualification data listed in Section A of his or her ERB.
 - (3) Verify there is an erroneous award entry on the soldier's ERB.
 - (4) Verify disciplinary action taken under the UCMJ adversely affects the soldier's qualification in the MOS based on the qualification data listed in Section A of his or her ERB.
 - (5) Verify the soldier cannot satisfactorily perform the duties of his or her MOS.
 - (6) Verify the soldier has been appointed to or reduced to a rank that is not in line with or authorized for the soldier's PMOS based on the qualification data listed in Section A of his or her ERB.
 - (7) Verify the withdrawal of the PMOS has been directed by the CG PERSCOM.

Performance Steps

3. Verify the soldier is qualified for classification of his or her MOS.
 - a. Ensure the soldier's current skill level is correctly assigned.
 - (1) Verify skill level 0 is reserved for the MOS of a soldier who has no prior service and is undergoing initial entry training for an award of PMOS based on the qualification criteria.
 - (2) Verify the skill level for a soldier being reclassified is correct in rank based on the qualification criteria.
 - (3) Verify the PMOS and SMOS skill levels are the same based on the qualification criteria.
 - (4) Verify the skill levels are not indicated for CPMOS based on the qualification criteria.
 - b. Ensure the soldier's current SQI is correctly assigned.
 - (1) Verify the use of the SQI is not restricted by the qualification criteria.
 - (2) Verify the commander in custody of the soldier's MPRJ or the training activity commander has announced the award of the SQI in orders based on the qualification criteria.
 - (3) Verify the SQI "F" is not awarded to a soldier in MOS 91A and 91B unless awarded by the commander/dean, US Army School of Aviation Medicine, and the soldier has completed the Flight Medical Airman Course based on the qualification criteria.
 - (4) Verify the SQI shown for the soldier's PMOS is the SQI with the highest order of precedence based on the qualification criteria.
 - (5) Verify the SQI is always recorded in the fifth position of the PMOS based on the qualification criteria.
 - (6) Verify a SQI of "X" or "Q" is not replaced with any other SQI, regardless of precedence, while the soldier is assigned to an authorized drill sergeant or equal opportunity advisor position based on the qualification criteria.
 - (7) Verify the lower precedence SQI removed from the PMOS due to the award of a higher precedence SQI is recorded for the SMOS based on the qualification criteria.
 - (8) Verify the most recently awarded SQI is recorded for those SQI with no order of precedence based on the qualification criteria.
 - c. Verify the Additional Skill Identifier (ASI) is correctly assigned.
 - (1) Verify the ASI is authorized for use with the assigned PMOS based on the qualification criteria.
 - (2) Verify the latest ASI is assigned as part of the PMOS based on the qualification criteria.
 - (3) Verify the ASI is awarded in both the PMOS and SMOS in which the soldier is qualified based on the qualification criteria.
 - (4) Verify the ASI is withdrawn when the related MOS is withdrawn unless the new MOS is also related to that ASI based on the qualification criteria.
 - d. Verify the language identification is correctly assigned.
 - (1) Verify the language code is awarded in orders based on the qualification criteria.
 - (2) Verify the language code assigned to the PMOS is that of the control language in which the soldier is most proficient based on the qualification criteria.
 - (3) Verify the correct language code is assigned to a multilingual soldier.
 - (a) Check the language code for which an enlistment bonus (EB) or selective reenlistment bonus (SRB) has been received is assigned to the soldier's PMOS.
 - (b) Verify the language code of the position to which the soldier is currently assigned is shown in the PMOS if no EB or SRB has been received.
 - (c) Verify the language code of the language in which the soldier most recently trained is listed.
4. Verify the soldier is qualified for reclassification of his or her MOS.
 - a. Ensure the soldier is qualified to request a reclassification.
 - (1) Verify the desired MOS has a Yes-In Call at the appropriate rank in DA PERSCOM Reenlistment/Reclassification In-Out Call Message.
 - (2) Verify the soldier has satisfied all service remaining requirements.
 - (a) Check the qualification data in Section G of the soldier's ERB.
 - (b) Check the qualification criteria listed for the MOS in DA PAM 611-21.
 - (3) Verify the soldier is qualified for reclassification in the desired MOS.

Performance Steps

- (a) Check the qualification data in Section G of the soldier's ERB.
 - (b) Check the qualification criteria listed for the MOS in DA PAM 611-21.
 - (4) Verify the soldier has successfully completed the appropriate MOS training.
 - (a) Check the qualification data in Section F of the soldier's ERB.
 - (b) Check the qualification criteria listed for the MOS in DA PAM 611-21.
 - (5) Verify the soldier has successfully completed OJT of 60 days or more under the direction of a HQDA service school or training activity.
 - (a) Check the qualification data in Section F of the soldier's ERB.
 - (b) Check the qualification criteria listed for the MOS in DA PAM 611-21.
 - (6) Verify the soldier, as a civilian, acquired skills having a direct MOS counterpart based on the qualification data in Section H of his or her ERB.
 - (7) Verify the soldier's PMOS has been withdrawn based on the qualification data in Section A of his or her ERB.
 - (8) Verify the findings of the reclassification board authorized the soldier's reclassification.
 - b. Ensure the soldier's current assignment renders him or her available for submission of voluntary request for reclassification.
 - (1) Verify the soldier has not been alerted for PCS based on the assignment information in Section C of his or her ERB.
 - (2) Verify that reclassification would not result in reassignment of the soldier outside the COHORT unit during the unit's life cycle, period of stabilization, or other than prescribed commander's assignment window based on the assignment information in Section C of his or her ERB.
 - (3) Verify the soldier is not within eight months of ETS based on the assignment information in Section C of his or her ERB.
 - (4) Verify training can be accomplished before the DEROS based on the assignment information in Section C of the soldier's ERB.
 - c. Ensure the soldier's training in a MOS or the award of a MOS during current enlistment does not prohibit reclassification of his or her MOS.
 - (1) Verify the soldier has not received funds for travel.
 - (2) Verify the soldier was not selected for training or did not use a school quota granted by the CG PERSCOM.
 - (3) Verify the soldier has not received training or an award in compliance with reclassification instructions from CG PERSCOM.
 - (a) Check the soldier's awards in Section E of his or her ERB.
 - (b) Check the soldier's military education in Section F of his or her ERB.
 - (4) Verify the soldier is not a first-term soldier.
 - (5) Verify the soldier has not received an EB or SRB for this period of service.
 - d. Ensure the first-term soldier can be reclassified as an exception.
 - (1) Verify the soldier is serving in an overstrength MOS and desires retraining into a shortage MOS.
 - (a) Check the DA PERSCOM In/Out Call Message List.
 - (b) Check the written remarks in Section IV of DA Form 4187.
 - (2) Verify the soldier has satisfied all service remaining requirements.
 - (3) Verify reclassification is mandatory, normal career progression, or there are changes in the MOS structure.
 - (a) Check the soldier's assignment history of his or her ERB.
 - (b) Check the MOS progression chart in DA PAM 611-21.
 - (4) Verify reassignment was directed by CG PERSCOM based on the written remarks in Section IV of DA Form 4187.
5. Verify the soldier's MOS is accurate for classification.
- a. Ensure the correct skill level is assigned to the soldier based on the qualification data in Section A of his or her ERB.
 - b. Ensure the ASI is correctly assigned to the soldier based on the qualification data in Section A of his or her ERB.

Performance Steps

- c. Ensure the SQI is correctly assigned to the soldier based on the qualification data in Section A of his or her ERB.
6. Verify the soldier is qualified for the award of a MOS for reclassification.
 - a. Verify the soldier meets the PULHES for training in the MOS based on the requirements specified in DA PAM 611-21 and the qualification data in Section A of his or her ERB.
 - b. Verify the soldier meets the skills/training requirements for the MOS based on the requirements specified in DA PAM 611-21 and the qualification data in Section F of his or her ERB.
 - c. Verify the soldier meets the security requirements for the MOS based on the requirements specified in DA PAM 611-21 and the qualification data in Section B of his or her ERB.
7. Verify the MOS is available for reclassification.
 - a. Verify the MOS call status of current and new MOSs in DA PERSCOM Reenlistment/Reclassification In-Out Call Message allows for reclassification.
 - (1) Verify the current MOS at the current grade has a status of YES-Out.
 - (2) Verify the new MOS at the next higher grade has a status of YES-In.
 - b. Verify any reclassification of duty and reporting code of MOS has been authorized by HQDA based on the soldier's orders.
 - c. Verify the soldier meets the security requirements for the MOS based on the requirements specified in DA PAM 611-21 and the qualification data in Section B of his or her ERB.
8. Verify the reclassification board proceedings are attached to the request.
 - a. Verify a statement declaring that all the MOSs with a Yes-In call at the appropriate rank in the DA PERSCOM Reenlistment In-Out Call Message List were considered and documenting the reason the soldier qualifies for an exception is attached.
 - b. Verify a statement from the soldier's commander or supervisor about the soldier's performance in his or her current duty position is attached.
 - c. Verify a commander's evaluation of the soldier's potential for success and continuation on active duty in the recommended MOS is attached.
9. Instruct the clerk to forward the required documents to HQDA for reclassification.
 - a. Instruct the clerk to forward reclassification orders and support documents to HQDA.
 - b. Instruct the clerk to forward exceptions and support documents to HQDA.
 - c. Instruct the clerk to forward reclassifications that cannot be accomplished prior to DEROS to HQDA.
 - d. Instruct the clerk to forward reclassifications that require recoupment of bonus to HQDA.
 - e. Instruct the clerk to forward copies of board findings to HQDA.
 - f. Instruct the clerk to forward awards of SQI to HQDA.
 - g. Instruct the clerk to forward notifications of any actions causing MOS disqualification to HQDA.
10. Instruct the clerk to forward the required documents to HQDA for reclassification.
 - a. Instruct the clerk to forward reclassification orders and support documents to HQDA.
 - b. Instruct the clerk to forward exceptions and support documents to HQDA.
 - c. Instruct the clerk to forward reclassifications that cannot be accomplished prior to DEROS to HQDA.
 - d. Instruct the clerk to forward reclassifications that require recoupment of bonus to HQDA.
 - e. Instruct the clerk to forward copies of board findings to HQDA.
 - f. Instruct the clerk to forward awards of SQI to HQDA.
 - g. Instruct the clerk to forward notifications of any actions causing MOS disqualification to HQDA.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the officer performs the task on the job. Allow the officer to practice until the officer feels qualified and prepared for the evaluation. Then have the officer perform the task, using the materials listed in the CONDITIONS statement above. Score the officer "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Determined if the request for reclassification is initiated at the soldier's request, or is mandated by the DA or a medical screening board.	—	—
2. Determined if the request for classification is initiated at the soldier's request, or is mandated by the DA or a medical screening board.	—	—
3. Verified the soldier is qualified for classification of his or her MOS .	—	—
4. Verified the soldier is qualified for reclassification of his or her MOS .	—	—
5. Verified the soldier's MOS is accurate for classification .	—	—
6. Verified the soldier is qualified for the award of a MOS for reclassification .	—	—
7. Verified the soldier is qualified for the award of a MOS for the classification .	—	—
8. Verified the MOS is available for reclassification.	—	—
9. Verified the reclassification board proceedings are attached to the request.	—	—
10. Instructed the clerk to forward the required documents to HQDA for classification.	—	—
11. Instructed the clerk to forward the required documents to HQDA for reclassification .	—	—

Evaluation Guidance: Score the soldier GO if the soldier passes (P) all applicable performance measures. Score NO GO if the soldier fails (F) any performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty (show what was done wrong and how to do it correctly). Direct self study or SOJT should the soldier experience major problems with task performance.

**Review Correspondence
805C-42L-3002**

Conditions: Given final-typed correspondence (classified or unclassified) prior to signature, the required enclosures/attachments, the draft from which the correspondence was prepared, and access to AR 25-50 and AR 310-50.

Standards: Ensure that all correspondence is properly prepared and is acceptable for signature and dispatch.

Performance Steps

1. Identify the various types of memorandum.
 - a. Identify formal memorandums.
 - b. Identify multiple page memorandums.
 - c. Identify informal memorandums.
 - d. Identify memorandums of understanding/agreement.
 - e. Identify memorandums for record.
 - f. Identify classified memorandums.
2. Identify letters.
 - a. Identify the use for letters.
 - b. Identify appropriate responses and replies.
 - c. Identify general rules.
 - d. Identify format.
3. Identify the types of errors to look for when reviewing correspondence.
 - a. Identify format errors.
 - b. Identify capitalization errors.
 - c. Identify spelling errors.
 - d. Identify punctuation errors.

Evaluation Preparation: You can evaluate this task by using the performance measures. This method of evaluation is appropriate if the NCO supervises SL 1/2 soldiers who prepare correspondence. Use the performance measures to grade performance after the NCO reviews the correspondence prepared by SL 1/2 soldiers.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Identified the various types of memorandums.	_____	_____
2. Identified letters.	_____	_____
3. Identified the types of errors to look for when reviewing correspondence.	_____	_____

Evaluation Guidance: Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

References

Required
AR 25-50
AR 310-50

Related

Skill Level 3

Subject Area 1: COMBAT SERVICE SUPPORT

Review Personnel Readiness Data from the Unit Status Report (USR)

805C-42A-4026

Conditions: Given a requirement to review personnel readiness data from the USR, access to a completed DA Form 2715-R (Unit Status Report) and AR 220-1 (Unit Status Reporting).

Standards:

1. Verify DA Form 2715-R, Section A, Block 4 is filled out completely and accurately.
2. Verify DA Form 2715-R, Section B, Blocks 10, 11, 12, 13, and 14 is filled out completely and accurately.
3. Verify DA Form 2715-R, Section C, is filled out completely and accurately.
4. Verify DA Form 2715-R, Section D, as applicable, is filled out completely and accurately.
5. Route the USR to the commander for completion.

Performance Steps

1. Review DA Form 2715-R, Section A, Block 4.
 - a. Verify the correct Measured Area Level of Personnel (PRRAT) is entered in Field 1.
 - b. Verify the correct Primary Reason P-Level Not P1 (PRRES) is entered in Field 2.
2. Review DA Form 2715-R, Section B, Blocks 10, 11, 12, 13, and 14.
 - a. Verify the information in Block 10.
 - (1) Verify the security classification.
 - (2) Verify the type of report.
 - (3) Verify the correct Authorized Level of Organization (ALO).
 - (4) Verify the correct As of Date of Report (RICDA) is entered in the correct format (YYMMDD).
 - (5) Verify the correct Parent Unit's Identification Code (PUID).
 - b. Verify the information in Block 11.
 - (1) Verify the transaction type.
 - (2) Verify the Assigned Strength Percentage (ASPER) calculation.
 - (3) Verify the Available Strength Percentage (AVPER).
 - (4) Verify the MOS Qualified Percentage (MSPER).
 - (5) Verify the Senior Grade Personnel Percentage (SGPER).
 - (6) Verify the Personnel Turnover Percentage (APERT).
 - c. Verify the information in Block 12.
 - (1) Ensure you are using a Professional Filler System (PROFIS) roster that is dated within 30 days of the USR.
 - (2) Verify the correct number of required PROFIS personnel is entered into Field 1.
 - (3) Verify the correct available PROFIS personnel is entered into Field 2.
 - d. Verify the information in Block 13.
 - (1) Verify the number of female soldiers assigned to the unit including officer and enlisted members is entered in the Females Assigned (FEMASGD) box.
 - (2) Verify the number of females who are pregnant in the unit is entered in the Females Pregnant (FEMPREG) box.
 - e. Verify the correct number of Guardsmen and Reservists are entered in Block 14.
3. Review DA Form 2715-R, Section C.
 - a. Verify the administrative data is correct.
 - (1) Verify the UIC.
 - (2) Ensure the classification has a "C" entered unless otherwise indicated.
 - (3) Verify the transaction type.

Performance Steps

- (4) Verify the label box.
- b. GENTEXT SET of Section C.
 - (1) Verify the remarks explain the specific reason why the unit's status is being downgraded.
 - (2) Ensure the remarks adhere to the prescribed format.

4. Review DA Form 2715-R, Section D.

- a. Verify Section D of the USR is used to report additional Army data.
- b. Verify all of the applicable pages are completed and that they are completed properly.
- c. 2PSPER-Personnel Grade Strength of the Unit. Section D provides personnel strength by grade.
 - (1) Review the required, authorized, assigned, and available strength after the appropriate printed grade.
 - (2) Verify the UIC.
 - (3) Verify the date of the report as YYMMDD.
 - (4) Verify the data.
 - (a) Verify the required strength for each grade.
 - (b) Verify the authorized strength for each grade.
 - (c) Verify the assigned strength for each grade.
 - (d) Verify the available strength for each grade.
- d. 2RQPER - Military Occupational Specialty Shortage Report.
 - (1) Verify the UIC.
 - (2) Verify the date of the report as YYMMDD.
 - (3) Verify the data.
 - (a) Verify the MOS code that would be required to achieve P-Level 3.
 - (b) Verify the required number of soldiers for that MOS.
 - (c) Verify the authorized number of soldiers for that MOS.
 - (d) Verify the assigned number of soldiers for that MOS.
- e. 2ADDSKIL - Additional Skill Identifier (ASI) and Special Qualification Identifiers (SQI).
 - (1) Determine if there is an ASI/SQI shortage.
 - (2) Verify the UIC.
 - (3) Verify the date of the report as YYMMDD.
 - (4) Verify the line number (DE).
 - (5) Verify the ASI data.
 - (a) Verify the required number of ASI.
 - (b) Verify the authorized number of ASI.
 - (c) Verify the assigned number of ASI.
 - (6) Verify the SQI code data. There should be an "S" entered prior to the appropriate number.
 - (a) Verify the required number of SQI.
 - (b) Verify the authorized number of SQI.
 - (c) Verify the assigned number of SQI.
- f. 2Language - Language Identification Codes (LIC).
 - (1) Locate the required number of language skill identifiers on the MTOE.
 - (2) Locate the assigned number of language skill identifiers on the UMR.
 - (3) Verify the data.
 - (a) Verify the UIC.
 - (b) Verify the date of the report as YYMMDD.
 - (c) Verify the DE number.
 - (d) Verify the MOS for which this LIC is used.
 - (e) Verify the LIC.
 - (f) Verify the number of personnel required in the unit in the LICREQ column.
 - (g) Verify the number of personnel with this LIC assigned to the unit in the LICASGS column.
 - (h) Verify the number of personnel assigned to the unit and currently qualified in the language in the LICQUAL column.

Performance Steps

- g. PSPER Non-Deployable Report.
 - (1) Verify the UIC.
 - (2) Verify the date of the report at YYMMDD.
 - (3) Verify "U" for the security classification unless otherwise indicated.
 - (4) Verify the transaction type.
 - (a) "A" for initial report.
 - (b) "D" is for delete report.
 - (5) Verify the number of non-deployable with the corresponding reasons.
 - (a) Verify the number of non-deployable personnel using the appropriate regulation.
 - (b) Verify the count and reason columns. Soldiers should be combined under common reasons.
 - h. Determine the unit's P-Level.
 - (1) Locate the proper table in the regulation.
 - (2) Locate the total available strength line.
 - (3) Locate the percentage range within which your unit's Available Strength Percent (AVER) falls.
 - (4) Locate the P-Level just above this percentage range.
5. Route the USR to the commander for completion.
- a. The form must be routed through the proper channels.
 - b. DA Form 2715-R is initially sent to the installation or division level, Major United States Army Reserve Command, or the State Adjutant General.
 - c. The form is transposed into machine readable format and forwarded to the appropriate MACOM commander in the unit's chain of command.
 - d. The MACOM commander forwards the report to the Organization of Joint Chiefs of Staff (OJCS) and HQDA.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the soldier performs the task on the job. Allow the soldier to practice until the soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed DA Form 2715-R, Section A, Block 4.	_____	_____
2. Reviewed DA Form 2715-R, Section B, Blocks 10, 11, 12, 13, and 14.	_____	_____
3. Reviewed DA Form 2715-R, Section C.	_____	_____
4. Reviewed DA Form 2715-R, Section D.	_____	_____
5. Routed the USR to the commander for completion.	_____	_____

Evaluation Guidance: Score the soldier GO if all performance measures are passed (P). Score the soldier NO GO if any performance measure is failed (F). If the soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required
 AR 220-1
 DA FORM 2715-R

Related

Manage Officer Promotions
805C-42A-4027

Conditions: Given a requirement to manage officer promotions and access to AR 600-8-24, AR 600-8-29 (Officer Promotions), AR 600-9 (The Army Weight Control Program), AR 635-120 (Officer Resignations and Discharges).

Standards: Identify the eligibility requirements for officer promotions and required preboard actions.

Performance Steps

1. Verify the officer is eligible for promotion.
 - a. Verify the correct promotion authority.
 - b. Verify the officer is eligible for promotion by ensuring the proper procedures are followed.
 - (1) Verify the officer is in a promotable status.
 - (a) Verify the officer is not absent without leave (AWOL), in custody of, or confined by law enforcement authorities, a deserter, or not serving in the line of duty due to illness or injury.
 - (b) Verify the officer is not serving a court-martial sentence or being punished under Article 15, Uniformed Code of Military Justice (UCMJ).
 - (c) Verify the officer is not under undisposed court-martial charges.
 - (d) Verify the officer is not under investigation that may result in disciplinary action of any kind.
 - (e) Verify the officer is not under proceedings that may result in administrative elimination or discharge under other than honorable conditions.
 - (f) Verify the officer is not under suspension of favorable personnel actions.
 - (g) Verify the officer is not the subject of criminal proceedings pending in a State or Federal court.
 - (h) Verify the officer is not a Warrant Officer (WO) whose voluntary retirement application has been approved by Personnel Command (PERSCOM).
 - (i) Verify the officer is not a recipient of a referred Academic Evaluation Report (AER), a referred Officer Evaluation Report (OER), or a Memorandum of Reprimand.
 - (j) Verify the officer is not enrolled in the Army Drug and Alcohol Prevention Control Program (ADAPCP).
 - (k) Verify the officer is not documented as overweight as defined in AR 600-9.
 - (l) Verify the officer is not below the grade of captain and conditionally accepted into the Army General Counsel's Honors Program, and has not been admitted to practice before a Federal Court or the highest court of a State.
 - (2) Verify the officer is on the Active Duty List (ADL) on the day the board convenes.
 - (3) Verify the eligibility for promotion as determined by PERSCOM.
 - (4) Verify time in grade (TIG) and time in service (TIS) requirements.
 - (a) WO1 - Must have at least 2 years TIG including service credit to be promoted. WO must serve 18 months on active duty as a WO1 before being promoted.
 - (b) CW2 - 4: Must have at least 3 years of active duty in current grade before being eligible for promotion to next higher grade.
 - (c) 2LT / 1LT: An officer must have at least 18 months TIG to be promoted to 1LT and 2 years TIG to be promoted to CPT. TIG requirement for promotion to 1LT has been extended to 2 years by the authority of the SA.
 - (d) CPT, MAJ, and LTC: Officers must serve at least 3 years TIG in current grade to be considered for promotion to next higher grade.
 - (e) COL and BG: Officers must service one year TIG at current grade to be considered for promotion to next higher grade.
 - c. Verify the officer eligibility for consideration by a promotion board.
 - (1) No separation or retirement date within 90 days.

Performance Steps

- (2) 1LT and CW2 must not have failed 2 promotion considerations by a promotion selection board.
 - (3) CWOs must have at least 3 years active duty in their current grade.
 - (4) Commissioned Officers with less than 1 year of continuous active duty before the board convenes are not eligible for consideration unless exempt by regulation.
2. Ensure proper completion of all preboard actions.
- a. Ensure the eligible officers and data to be considered are properly verified.
 - (1) HQDA announces convening of selection board and the zones of consideration. Headquarters, Department of the Army, (HQDA), will provide a list of eligible officers so that critical data can be verified.
 - (2) Officer's Active Duty Date of Rank (ADOR) must be in the zone of consideration.
 - (3) Officer must meet the promotion criteria.
 - b. Verify officer data to be considered by selection board.
 - (1) Verify the officers on the selection board listing are eligible for promotion.
 - (2) Compare message with list of local eligible officers within command to determine discrepancies.
 - (3) Verify the following information is correct.
 - (a) Name.
 - (b) SSN.
 - (c) Branch.
 - (d) ADOR.
 - (e) Date of Original Appointment (DTRA).
 - (f) Active Federal Commissioned Service (AFCS) as announced in zone message.
 - (g) Source of Commission / Appointment.
 - (h) Date of Birth.
 - (i) Entry on Active Duty Current Tour (EADC) date.
 - (4) Verify officers in zone of consideration are eligible for promotion per regulation.
 - (5) Submit any additions, deletions or corrections by letter or message along with a short explanation.
 - (6) Correct all data that needs updating.
 - c. Verify the rules for eligible officer notifications.
 - (1) Inform each officer of his/her responsibilities for presenting the most accurate information to the promotion selection board.
 - (2) Ensure each eligible officer and a representative of the Officer Record Center audit the ORB.
 - (3) Provide official DA Photographs in hard copy if available.
 - (4) Ensure evaluation reports and communications with the board are submitted per regulation.
 - d. Perform the proper steps for officer notifications.
 - (1) Notify Battalion S1 of officers eligible for consideration and schedule ORB audit.
 - (2) Coordinate with Battalion S1 to identify officers eligible for promotion and complete the record OERs.
 - (3) Monitor all officers due OERs to ensure timely submission.
 - (4) Notify officers eligible for promotion consideration of the following:
 - (a) Explain officer responsibilities to update their records.
 - (b) Notify officer of date schedule to audit ORB.
 - (c) Explain officer OER eligibility.
 - (d) Explain he/she must update photograph every 5 years.
 - (e) Explain to the officer about the opportunity to submit correspondence to the president of the selection board per regulation.
 - (5) Verify an ORB was received for each eligible officer.
 - (6) Conduct an ORB audit with the officer. Pay special attention to:
 - (a) Assignment history.
 - (b) Awards.

Performance Steps

- (c) Military and civilian education.
- (d) ADOR.
- (e) Height and Weight.
- (f) Date of last OER.
- (g) Branch.
- (h) Specialties and AFCS.
- (7) If the officer is not available to perform a personal audit, mail the ORB and an explanatory letter to the officer so he/she can audit the ORB and return it.
- (8) Verify the accuracy of changes and ensure transactions and ORB correction letters have been completed.
- (9) Update the OMF data by forwarding a copy of the ORB with supporting documentation to the appropriate office at PERSCOM.
- (10) Mail the updated ORB with the officer's signature and Officer Record Center (OFRC) signature and the updated photograph to the appropriate offices at PERSCOM.
- e. Verify and complete the Eligible Officer Checklist.
 - (1) Ensure the Battalion S1 notifies each officer that is eligible for promotion of his/her responsibilities.
 - (2) Ensure the Battalion S1 informs each officer of his/her responsibilities to update records.
 - (3) Ensure the Battalion S1 informs each officer of his/her responsibility to update the photograph every 5 years.
 - (4) Ensure the Battalion S1 informs each officer of his/her opportunity to submit correspondence to the president of the board per regulation.
 - (5) Ensure ORB is sent.
 - (6) Ensure the OFRC receives each ORB.
 - (7) Ensure the ORB audit occurs.
 - (8) Ensure the OFRC conducts an ORB audit with each officer.
 - (9) Ensure changes are neatly annotated.
 - (10) Ensure each officer signs and dates a statement attesting to the accuracy of the data.
 - (11) Ensure changes to each ORB have been made.
 - (12) Ensure the OFRC send the audited ORB with the officer's signature to PERSCOM.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Verified the officer is eligible for promotion.	_____	_____
2. Ensured proper completion of all preboard actions.	_____	_____

Evaluation Guidance: Score a GO if the passed (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

References

Required	Related
AR 600-8-24	
AR 600-8-29	
AR 600-9	

Manage Officer Personnel Assignment Operations
805C-42B-0005

Conditions: Given a requirement to manage officer personnel assignment operations and access to DA Form 4187, DA Form 483, AR 614-5, AR 614-185, Army Goals and the Officer Development Plan (ODP).

Standards: Manage officer personnel assignment operations to include define basic concepts of officer distribution and assignments, track the steps and time periods of the requisition cycle, and perform officer personnel assignment tasks.

Performance Steps

1. Recommend an officer for assignment or reassignment based on general policies.
 - a. Verify the assignment is in accordance with the goals of the Officer Distribution System (ODS).
 - b. Verify the assignment reflects the officer's individual preferences as indicated on the Officer Assignment Preference Statement (DA Form 483).
 - c. Ensure permanent change of station meets the requirements outlined in the Army goals.
 - (1) Verify the PCS is required either for national security or to ensure equitable treatment of service members.
 - (2) Verify that PCS cost is a major factor in the selection process.
 - d. Verify the officer possesses the professional military qualifications required to perform the duties of the assignment.
 - e. Verify a volunteer with equal qualifications and time on station (TOS) is not available for the assignment
 - f. Verify, if the reassignment is in the continental United States (CONUS) to CONUS or within a major command (MACOM), that the requirement is based on a lack of officers rotating from overseas or other must-move categories.
 - g. Verify, if the reassignment is from CONUS to overseas, that the assignment meets the tour objective of 4 years time on station (TOS).
 - h. Verify, if the assignments are for sequential training, that the assignments are as geographically consolidated as possible.
 - i. Verify, if the officer must be moved out of a position due to completion of command, relief for cause, loss of authorization/officer distribution system support, or failure on a polygraph examination as a qualification for the assignment, that he or she will be reassigned to another position on the same installation if possible.
 - j. Ensure a member's reassignment is based on education and experience as much as possible.
 - (1) Verify, if the member is to be assigned to an authorized Army Educational Requirements Board (AERB) assignment, that the member qualifies.
 - (a) Verify, if the member is an officer, that he or she has a graduate degree which supports the career field requisitioned.
 - (b) Verify he or she has a bachelor's degree which supports the career field requisitioned, if the member is an warrant officer (WO).
 - (2) Verify the member qualifies, if the member is to be assigned to a company level command position.
 - (a) Verify the tour length is 18 months, plus or minus 6 months.
 - (b) Verify the type of unit and the unit activities during the command tour are compatible with the professional development and career field of the officer as well as the officers performance in command, rate of development, and other developmental opportunities.
 - (c) Verify appointment will not violate the following time restrictions: Alert notification of PCS has been received; for CONUS 36 or more months time on station (TOS); within 12 months of date eligible to return from overseas or outside the continental United States.
 - (3) Verify if, the member is to be assigned to the Officer Advanced Course Advanced Assignment Program (OACAA), that the member qualifies.

Performance Steps

- (a) Verify the officer is other than Regular Army (OTRA).
 - (b) Verify if, the officer is Regular Army (RA), that he or she is a First Lieutenant (1LT) or Captain (CPT).
2. Recommend an authorized deviation from policy in the reassignment of an officer.
- a. Verify a request for a PCS reassignment does violate authorized restrictions.
 - (1) Verify the officer has not had a PCS in the same fiscal year (FY).
 - (2) Verify the officer does not have less than 2 years to serve on active duty.
 - (3) Verify the officer is not scheduled for return from foreign service during the same FY.
 - (4) Verify the officer is not an obligated Army Education Requirement System (AERB) asset serving in an AERB validated position.
 - (5) Verify if, the request is for a PCS to attend professional or civilian schooling, that the officer does not exceed the Army weight standards.
 - (6) Verify the officer is not assigned to a Cohesion, Operational, Readiness Training (COHORT) Company that has not completed its life cycle.
 - (7) Verify the officer is not in an approved stabilized position or unit as prescribed in AR 614-5.
 - (8) Verify the officer is not assigned to a joint duty assignment list (JDAL) position.
 - (9) Verify the officer is not a one time nonselect for promotion to the grade of either captain or major.
 - (10) Verify the officer is not a first-term soldier.
 - (11) Verify if, the assignment instructions require a security clearance, that the officer is not disqualified from that clearance.
 - b. Verify a request for a move prior to completion of an overseas tour as an exception to policy is complete.
 - (1) Verify the request includes the officer's grade, name, branch, social security number (SSN), functional area or military occupational specialty (MOS), and relief from active duty date.
 - (2) Verify the request includes the present duty station, date of departure from previous station, and whether the dislocation allowance was paid.
 - (3) Verify the request includes the proposed new duty station, current dependency status including residence of family members, and if such residence will change if the proposed move is approved.
 - (4) Verify the request identifies the need for a replacement and the availability for reassignment of other similarly qualified officers if the request is approved.
 - (5) Verify the request includes a copy of any approved stabilization action on the officer concerned.
 - c. Recommend an officer for deviation from the CONUS tour objective to resolve a specific situation.
 - (1) Verify the officer is needed to meet a valid overseas requirement.
 - (2) Verify the officer must relocate overseas as a result of a unit movement.
 - (3) Verify the officer has been selected to attend senior service college (SSC) or Command and Staff College (CSC).
 - (4) Verify the officer has served a minimum of 12 months time on station (TOS) prior to departure, if the officer requests to move to establish a joint domicile with an Army spouse.
 - (5) Verify the officer must be reassigned as a direct result of a major weapon system change or unit conversion.
 - (6) Verify the officer has completed at least 12 months TOS, if the request is for reassignment for initial skill training.
 - (7) Verify the officer is serving in a position to be terminated.
 - (8) Verify the officer is the most available and best qualified to fill a high priority position that cannot otherwise be filled.
 - (9) Verify the officer's reassignment is based on "threat to life."

Performance Steps

- (10) Verify the officer has been selected for battalion or brigade command or Project of Systems Manager.
 - (11) Verify the officer has served 30 months as a US Army Recruiting Command (USAREC) company, battalion, or brigade commander or 36 months as a Military Enlistment Processing Command commander.
 - (12) Verify the officer failed to successfully complete a polygraph examination that is a qualifying factor for assignment.
- d. Recommend compassionate reassignment, deletion, or deferment from assignment instructions.
- (1) Verify the reason for the request is authorized.
 - (a) Verify a valid requirement exists at the requested activity.
 - (b) Verify the problem can only be alleviated by the officer's presence in a particular geographical locality.
 - (c) Verify the problem cannot be resolved through the use of leave (including emergency leave if overseas).
 - (d) Verify the problem is expected to be resolved in a reasonable period of time (normally less than 1 year).
 - (e) Verify the problem neither existed nor was reasonably foreseeable at the time of the officer's latest entry on active duty.
 - (2) Verify the request application is complete.
 - (a) Verify the application contains the request on a DA Form 4187.
 - (b) Verify the application contains a completed Officer's Assignment Preference Statement (DA Form 483) as an enclosure.
 - (c) Verify the application contains the appropriate documentation of the problem: If the problem is medical, verify the application includes a signed statement from the attending physician to explain the diagnosis and prognosis with the life expectancy if the illness is terminal and the reasons why the officer's presence is considered essential. If the problem is legal, verify the application includes a signed statement from an attorney to explain the problem and why alternative solutions will not resolve the problem and copies of court orders, divorce decrees, or other legal documents. If the problem is not medical or legal, verify the application includes documentation from individuals with personal knowledge of the case. Verify the application contains all other required documentation.
 - (3) Recommend deletion from orders when family problems are based on an authorized condition such as: Terminal illness of a family member where death is anticipated within 1 year. The death of the officer's spouse or child within 6 months of alert. Illness or injury of a family member that is expected to require hospitalization for 90 days and the officer's presence is considered essential. The recent documented rape or sexual abuse of the officer's spouse or child.
 - (4) Recommend deferment from orders when family problems are based on an authorized condition such as: Recent death of a family member. Illness or injury of a family member expected to require hospitalization of less than 90 days. Recent custody of a child or children gained as a result of divorce, legal separation, desertion, or death. Established court dates for legal matters that require the officer's presence. A domestic hardship involving the officer's immediate family where the officer's presence is required for reasonable, permanent relief.
 - (5) Recommend permissive reassignment at no expense to the Government.

Performance Steps

- (a) Verify the application contains the appropriate documentation of the problem. If the problem is medical, verify that the application includes a signed statement from the attending physician to explain the diagnosis, prognosis, and the life expectancy if the illness is terminal and the reasons why the officer's presence is considered essential. If the problem is legal, verify that the application includes a signed statement from an attorney to explain the problem, the reasons why alternative solutions will not resolve the problem, and copies of court orders, divorce decrees, or other legal documents. If the problem is other than medical or legal, verify the application includes supporting statements from individuals with personal knowledge of the case such as clergymen, social workers, or court clerks. Identification of any previous request for reassignment or deferment from overseas service. If the problem centers around the officer's parents in law, verify the application includes relationship, age, location, health, occupation, and monthly income of authorized dependents, brothers and sisters, parents-in-law, brothers-in-law, and sisters-in-law.
- (b) Verify the application includes a waiver of transportation.
- e. Recommend assignment or reassignment to accommodate individual officer circumstances.
 - (1) Recommend reassignment of a sole surviving son or daughter to other than combat or hostile fire areas or to duties that do not require travel within the limits of a hostile fire area.
 - (a) Verify the officer is other than Regular Army (OTRA).
 - (b) Verify the officer is the only remaining son or daughter in a family in which the father, mother, or one or more sons or daughters served in the Armed Forces of the hazards of such military service meets one of the following conditions: Was killed in action. Is captured or missing in action. Is documented by the Department of Veteran's Affairs to be 100-percent physically or mentally disabled, is hospitalized on a continuing basis, and is not gainfully employed because of the disability.
 - (2) Recommend reassignment of a member of the Army Married Couples Program (MACP) to establish joint domicile.
 - (a) Verify the officer's marriage to another Army member.
 - (b) Verify the application request contains information for both the applicant and the spouse to including: name, grade, SSN, branch, functional area or MOS, date of the last PCS, date returned from overseas if appropriate, current and , if appropriate, projected unit of assignment, and the desired reassignment action.
 - (c) Verify if, stationed in CONUS, that the applicants have served more than 12 months, but less than 24 months.
 - (d) Verify that members in a 36-month overseas tour has served more than 24 months.
 - (e) Verify the members have sufficient time remaining on their active duty service obligation to complete the prescribed tours or serve at least 12 months at the gaining duty station.
 - (f) Verify there is a need for the military skills of both members in the area requested.
 - (g) Verify the reassignment will not adversely affect the losing command.
 - (h) Verify that neither member is scheduled to PCS within 12 months.
 - (i) Verify the career progression for both members is not adversely affected.
 - (j) Verify the married Army couple is otherwise eligible for the assignment.
 - (k) Verify that neither spouse is reassigned into a school account.
 - (l) Verify the couple serves with the "with dependents" tour, if the members serve on a joint domicile overseas.
 - (3) Recommend assignment under the Homebase and Advanced Assignment Program (HAAP).
 - (a) If the member's rank is WO through Lieutenant Colonel (LTC), verify he or she has been selected for a family restricted tour.
 - (b) Verify the member has signed a written statement that he or she understands the intent of the program, the absence of travel entitlements, and that the Army will not ship household goods (HHG).

Performance Steps

- (c) Verify if, the member has voluntarily requested to participate in the homebase portion of HAAP, that he or she is assigned to a COHORT unit deployed to a long-tour-overseas area and has elected to serve an 18 month "all others" tour.
- (d) Verify If, the officer is assigned to activities governed by Government-to-Government contract, that this includes a dependent restricted, specified tour length.
- (e) Verify the member has signed a written statement that he or she understands the intent of the program, use family travel entitlements, and policies for shipping of HHG.
- (f) Verify the officer has not been disqualified from participating in the HAAP by causing household goods (HHG) to be moved to other than the programmed HAAP location even at his or her expense.
- (4) Recommend reassignment of a member under the Exceptional Family Member Program (EFMP).
 - (a) Verify the special education and health needs of the family member have been identified and coded by the Army Medical Department.
 - (b) Verify the family member is eligible for both Civilian Health and Medical Program of the Uniformed Services and health benefits in uniformed services facilities.
- (5) Recommend reassignment of a member infected with Human Immunodeficiency Virus (HIV).
- (6) Recommend a member for reassignment as a conscientious objector.
 - (a) Verify the member is classified as a conscientious objector (1-A-0)
 - (b) Verify the member is assigned in a proper noncombatant arms branch in which he or she is not required to bear arms or be trained in their use.
- (7) Recommend an officer for retirement, resignation, or release from active duty instead of PCS.
 - (a) Verify an officer who received an alert or orders is eligible for retirement by the following steps: Verify the officer has a minimum of 19 years and 6 months of active Federal service. Verify the officer submitted an application within 30 days after receiving the alert or orders.
 - (b) Verify a resignation or release from active duty instead of PCS is submitted within 30 days of receipt of the alert or reassignment order.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the officer performs the task on the job. Allow the officer to practice until the officer feels qualified and prepared for the evaluation. Then have the officer perform the task, using the materials listed in the CONDITIONS statement above. Score the officer "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Correctly recommended an officer for assignment or reassignment based on general policies.	—	—
2. Correctly recommended an authorized deviation from policy in the reassignment of an officer.	—	—

Evaluation Guidance: Score the soldier GO if the soldier passes (P) all applicable performance measures. Score NO GO if the soldier fails (F) any performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty (show what was done wrong and how to do it correctly). Direct self study or SOJT should the soldier experience major problems with task performance.

References

Required
AR 614-185

Related

GLOSSARY**Section I****Acronyms & Abbreviations**

1SG	first sergeant
AA	assembly area; anti-aircraft; associate of the arts degree
AAR	after action review; after action report
AC	active component; assistant commandant
ACC	Army correspondence course
ACCS	automated case control system
ACE	American Council on Education
ACIPS	Army Casualty Information Processing System
ACS	Army Community Service
AD	active duty
ADT	active duty for training
AF	Air Force
AG	Adjutant General
AGS	Adjutant General School
AMOS	additional awarded military occupational specialty
AN	annually
AO	Accounting Office; area of operations
AOC	area of concentration
APFT	Army physical fitness test
APO	Army Post Office
AR	Army Regulation; Army Reserve
ARNG	Army National Guard
ARPERCEN	Army Reserve Personnel Center
ARTEP	Army Training and Evaluation Program
ASD	Administrative Services Division

BSA	brigade support area
C2SRS	command, control, and strength reporting system
CAO	Central Accounting Office (NAF)
CAP	centralized assignment procedures
CFR	casualty feeder report
CO1	enlisted promotion report
COA	Comptroller of the Army; course of action
CONUS	the continental United States
CPOC	Corps Personnel Operations Center
DA	Department of the Army
DFR	dropped from rolls
DISCOM	Division Support Command
DMM	Domestic Mail Manual
DOD	Department of Defense
DOR	date of rank; detail obligation report
DPA	data processing activity
DPCA	Director of Personnel and Community Activities
DTG	date-time group
EB	enlisted bonus
EDAS	enlisted distribution assignment system
EMF	enlisted master file
EREC	Enlisted Records and Evaluation Center
FACMT	family advocacy case management team
FID	Format Identification
FM	field manual; frequency modulation
FPO	Fleet Post Office
FSOP	Field Standard Operating Procedure
FTTD	full-time training duty

FTX	field training exercise
HQDA	Headquarters, Department of the Army
IAW	in accordance with
IMWRF	installation morale/welfare/recreation fund
KIA	killed in action
LOI	letter of instruction
MACOM	Major Army Command
MARKS	modern Army recordkeeping system
METL	mission essential task list
MIA	missing In action
MILPER	military personnel
MILPO	military personnel office
MMRB	MOS/medical retention board
MOS	military occupational specialty
MPRJ	military personnel records jacket, U. S. Army
MPS	military postal system
MPSA	Military Postal Service Agency
MQS	military qualification standards
MTL	military personnel office (MILPO) transmittal letter
MWR	morale, welfare, and recreation
NAF	non-appropriated fund
NCO	noncommissioned officer
NCOER	noncommissioned officer evaluation report
NG	National Guard
NOK	next of kin
OAC	officer advanced course
OBC	officer basic course
OCONUS	outside the continental United States

OCS	officer candidate school
ODP	officer distribution plan
OER	officer evaluation report
OMF	officer master file; organization master file
OMPF	official military personnel file
OPLAN	operations plan
ORB	officer record brief
PAC	Personnel and Administration Center
PAS	personnel automation section
PCS	permanent change of station
PERSCOM	Personnel Command
PME	professional military education
PMOS	primary military occupational specialty
POR	preparation of replacements for oversea movement
PPM	personnel priority model
PQR	personnel qualification record
PRR	personnel requirements report
PS	prior service; postal service
PSC	personnel service company
PSR	personnel summary report; personnel status report; personnel strength report
PTRO	personnel transaction register by originator
PTRU	personnel transaction register by unit
PULHES	physical profile serial code
QMP	qualitative management program
RA	regular army
REFRAD	release from active duty
RESTAS	reception station accounting system
RFO	request for orders

ROTC	Reserve Officer Training Corps
RSOP	readiness standing operating procedure
SAF	SIDPERS Active Army locator file
SAIF	SIDPERS assignment instruction file
SASF	SIDPERS authorized strength file
SESF	SIDPERS error suspense file
SF	standard form
SGLI	servicemembers' group life insurance
SIDPERS	standard installation/division personnel system
SIO	standard installation organization
SJA	Staff Judge Advocate
SMEF	SIDPERS MOS edit file
SMOS	secondary military occupational specialty
SOMF	SIDPERS organization master file
SOP	standing operating procedure
SPECAT	special category
SPF	SIDPERS personnel file
SRB	selective reenlistment bonus
SROF	SIDPERS reserve organizational file
SSD	single source data
SSF	SIDPERS stacker file
STP	Soldier Training Publication
TACCS	Tactical Army Combat Service Support (CSS) Computer System
TARG	Theater Army Replacement Group
TDR	training device requirement
TDY	temporary duty
TIG	time in grade
TIS	time in service

TM	technical manual
TOE	table of organization and equipment
TPFDL	time-phased force development list
TTAD	temporary tours of active duty
UMR	unit manning report
UPC	unit processing code
USAPDSC	United States Army Personnel Data Support Center
USAR	U.S. Army Reserve
USMA	United States Military Academy
UTL	unit transmittal letter
VTAADS	Vertical - The Army Authorization Documents System
WIA	wounded In action
WSRO	weapons system replacement operations

Section II
Terms

DA CIR
Department of the Army Circular

DA PAM
Department of the Army Pamphlet

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations

AR 220-1	Unit Status Reporting 10 June 2003
AR 220-90	Army Bands 27 November 2000
AR 25-11	Record Communications and the Privacy Communications System 4 September 1990
AR 25-30	The Army Publishing Program 15 July 2002
AR 25-400-2	The Modern Army Recordkeeping System (MARKS) 18 March 2003
AR 25-50	Preparing and Managing Correspondence 3 June 2002
AR 27-10	Military Justice 6 September 2002
AR 310-50	Authorized Abbreviations, Brevity Codes and Acronyms 15 November 1985
AR 37-104-4	Military Pay and Allowance Policy and Procedures-Active Component 30 September 1994
AR 380-5	Department of the Army Information Security Program 29 September 2000
AR 600-25	Salutes, Honors, and Visits of Courtesy 1 September 1983
AR 600-37	Unfavorable Information 19 December 1986
AR 600-60	Physical Performance Evaluation System 25 June 2002
AR 600-8-1	Army Casualty Operations/Assistance/Insurance 20 October 1994
AR 600-8-101	Personnel Processing (In-and-Out and Mobilization Processing) 18 July 2003
AR 600-8-104	Military Personnel Information Management/Records 27 April 1992
AR 600-8-105	Military Orders 28 October 1994
AR 600-8-11	Reassignment 1 October 1990
AR 600-8-111	Wartime Replacement Operations 13 August 1993
AR 600-8-19	Enlisted Promotions and Reductions 2 May 2003
AR 600-8-22	Military Awards 25 February 1995
AR 600-8-24	Officer Transfers and Discharges 3 February 2003
AR 600-8-29	Officer Promotions 30 November 1994
AR 600-8-3	Unit Postal Operations 28 December 1989
AR 600-9	The Army Weight Control Program 10 June 1987
AR 614-185	Requisitions and Assignment Instructions for Officers 15 March 1983
AR 614-200	Enlisted Assignments and Utilization Management 12 July 2001
AR 614-30	Overseas Service 30 August 2001
AR 623-105	Officer Evaluation Reporting System 1 April 1998
AR 623-205	Noncommissioned Officer Evaluation Reporting System 15 May 2002
AR 635-200	Enlisted Personnel 1 November 2000
AR 680-29	Military Personnel Organization, and Type of Transaction Codes 29 March 1996
AR 690-400	Total Army Performance Evaluation System (Chapter 4302) 16 August 1998

Department of Army Forms

DA FORM 1155	Witness Statement on Individual 1 June 1966
DA FORM 1156	Casualty Feeder Report 1 June 1966
DA FORM 12-R	Request for Establishment of a Publications Account 1 April 1996
DA FORM 1315	Reenlistment Data 1 May 1998
DA FORM 1687	Notice of Delegation of Authority - Receipt for Supplies 1 January 1982
DA FORM 1695	Oath of Extension of Enlistment 1 May 1998
DA FORM 201	Military Personnel Records Jacket, U.S. Army 1 August 1971
DA FORM 2-1	Personnel Qualification Record, Part II 1 January 1973
DA FORM 2166-8	Noncommissioned Officer Evaluation Report 1 October 2001
DA FORM 2166-8-1	NCO Counseling Checklist/Record 1 October 2001
DA FORM 2339	Application for Voluntary Retirement 1 June 1983
DA FORM 2406	Material Status Report 1 April 1993
DA FORM 2445	Correspondence Control Record 1 January 1984
DA FORM 2627	Record of Proceedings Under Article 15, UCMJ 1 August 1984
DA FORM 2715-R	Unit Status Report 1 April 1996
DA FORM 2765-1	Request for Issue or Turn-In 1 April 1976
DA FORM 3072-R	Waiver of Disqualification for Reenlistment/Promotion in the Regular Army 1 May 1988
DA FORM 3161	Request for Issue or Turn-In 1 May 1983
DA FORM 3355	Promotion Point Worksheet 1 April 1991
DA FORM 3357	Board Recommendation 1 April 1991
DA FORM 3813	SIDPERS Input and Control Data - Personnel/Organization Change 1 July 1981
DA FORM 3955	Change of Address and Directory Card 1 February 1979
DA FORM 3964	Classified Document Accountability Record 1 July 1979
DA FORM 4036-R	Medical and Dental Preparation for Overseas Movement 1 May 1990
DA FORM 4037	Officer Record Brief 1 July 1982
DA FORM 410	Receipt for Accountable Form 1 June 1955
DA FORM 4126-R	Bar to Enlistment/Reenlistment Certificate 1 December 1994
DA FORM 4187	Personnel Action 1 April 1995
DA FORM 4187-E	Personnel Action 1 October 1993
DA FORM 455	Mail and Document Register 1 July 1962
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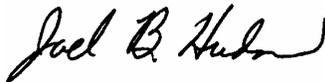
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By Order of the Secretary of the Army:

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